

Received:

(Office Use)



City of New Carlisle, Planning Department
331 South Church Street, New Carlisle, Ohio 45344
Phone: (937) 845-9492 • planning@newcarlisle.net

Permit No. _____

Authorized City Signature
(Office Use)

SIGN PERMIT APPLICATION

APPLICANT INFORMATION

- 1) Name (Please Print): _____ 2) Phone: _____
- 3) Email: _____
- 4) Address of Sign Location: _____
- 5) Name of Land Owner: _____ 6) Phone: _____

SIGN INFORMATION

- 1) Zoning District: _____ 2) Company Name: _____
- 4) Type of Sign: _____
- 5) Width of Sign: _____ 6) Height of Sign: _____ 7) Total Sq. Ft. (Width x Height): _____
- 8) Projection of Sign (If applicable): _____ 9) Elevation of Sign: _____
- 10) Illumination: None Internal External 11) Electrical Service Required: Yes No
- 12) Sign Erector: _____ 13) Phone: _____
- 14) Liability Insurance or Bond (Name of Company): _____ 15) Phone: _____
- 16) If Temporary, sign will be: Erected (Date) _____ Removed (Date) _____

REQUIRED ATTACHMENTS (ALL NEEDED AND NECESSARY)

- 1) A sketch, drawn to scale, showing position of the sign and other advertising structures in relation to nearby buildings, structure, and streets.
- 2) Two (2) blueprints or ink drawings of plans and specifications, showing method of construction and attachment to the building or ground.
- 3) Details regarding the Copy for the sign(s), including lettering, symbols, graphics, and anything else that will appear on the sign.
- 4) Any electrical permit required and issued for such sign (From Clark County, Ohio).
- 5) LETTER OF PERMISSION FROM BUILDING OWNER GRANTING PERMISSION TO HANG SIGN
- 6) **\$30 Application Fee, plus \$.50 Per Square Foot of all Signage Included in this Application.**

If the sign authorized by this permit is not erected within (6) months of the date of issuance, this permit shall no longer be valid. Approval of the Sign Permit requested by this application indicates acceptance of responsibility by the applicant to comply with ALL provisions of Chapter 1290 of the Codified Ordinances of New Carlisle.

Applicant Signature: _____ Date: _____

City Authorization of Sign Permit - For Office Use Only

Date Filled: ___/___/___ \$30 Application Fee + \$.50 per Square Foot of all signage = Fee: \$_____ Fee Paid: Yes or No

Based on the statements in this Application No. 20___-___, and the requirements of the Zoning Code of the City of New Carlisle, Ohio this application is: **Approved / Denied**

Date Application ruled on: ___/___/___ City Administration Signature: _____

Variance Appeal Number: _____ Vote Count: _____ Date of Approval/Denial: ___/___/___