SIGN PERMIT APPLICATION

City of Kirtland Planning & Zoning Dept.
9301 Chillicothe Road, Kirtland, Ohio 44094
Phone: (440) 256-3332 Email: zoning@kirtlandohio.com

Application: _____
Date: _____/_____/_____
Fee :_____

Business Name: _____
Property Address: _____Permanent Parcel No. _____ Zoning District_____

Applicant: _____Phone ( ) _____
Address_____ City_____ ZIP_____
Email: _____

Business: _____Phone ( ) _____
Address_____ City_____ ZIP_____
Email: _____

Property Owner: _____Phone ( ) _____
Address_____City_____ZIP_____
Email: _____

Proposed Sign Type

☐ Ground / Monument ☐ Wall
☐ Temporary ☐ Awning / Canopy

Supporting Information

The Applicant shall provide the following:

1) One site plan and/or wall elevation showing the building, lot and proposed sign location with all dimensions.
2) One scale shop drawing for the sign showing all dimensions.

* For projecting signs: Include one drawing, or picture, of the sign bracket showing dimensions and mounting height.

The applicant hereby applies for a Sign Permit pursuant to the requirements of the City of Kirtland Sign Regulations (Codified Ordinances, Chapter 1286) for the sign(s) herein identified. The application constitutes agreement by the applicant to comply with all City ordinances relating to the proposed sign(s). Said agreement is a condition of permit issuance.

_____
Applicant Signature Date

FOR OFFICIAL USE ONLY

Date Received: _____ Fee: _____ Date Paid: _____

Wall Signs: Limited by the total area of all wall signs, not by the number of wall signs.
Primary Frontage
Building or tenant space width _____ lf. X District area allowance ____ sf/lf = Base sign area allowed _____sf.
Primary frontage maximum sign area allowed _____sf.
Total primary frontage sign area proposed _____sf.
Secondary frontage (corner lot or side/rear entrance)
Secondary frontage maximum sign area allowed is 40% of primary frontage maximum sign area _____sf.
Total secondary frontage sign area proposed _____sf.

Freestanding Sign: Allowances for District
Max. Height _____ ft. ▪ Min. Setback (ROW) _____ ft. ▪ Min. Setback Sideline _____ ft. ▪ Max. Area _____sf.
No. Signs _____ Height ____ ft. Setback (ROW) _____ Setback Sideline _____ft. Total sign area proposed _____sf.
Total sign area allowed (not more than 25/50 sf.) _____sf.

Projecting Sign: (HTC District Only) ▪ Min. Clearance - 8 ft. ▪ Max. Height - 15 ft. ▪ Max. Area - 12 ft.▪
Tenant space width _____ lf. Proposed height from grade to top of sign or support (greater) _____ft.
Proposed height (grade to bottom of sign) ____ ft. ▪ Sign Width _____ ft. ▪ Sign Height _____ ft. ▪ Sign Area _____ ft.

The Sign Permit for the sign(s) included in this application is hereby **APPROVED/DENIED**.
Zoning Inspector:_____ Date Reviewed:_____ Date Issued:_____ Field Checked:_____
P&Z Commission Approval : _____
Reason for Denial:_____