Requirements for Submitting Sign Applications

PLEASE NOTE: Wall signs must receive approval from the Architectural Board of Review prior to a permit being issued. The review process is a separate submittal.

The following information and documents **MUST BE SUBMITTED** for sign permit approval:

1. Setback of building from the center line of the road it fronts on.
2. Lineal frontage of building or unit.
3. Total area and description of any signs now on the building or property.
4. The attached application with the required drawings. A separate application must be completed for each sign.
5. The approval of the property owner, either by letter or a signed drawing.
6. Submit photograph of building showing any existing signs.
7. Submit photograph of building showing the location of the proposed sign.
8. Drawings: drawings must include one (1) color sketch of the elevation showing the proposed sign with all dimensions (height, length, size of letters, etc.).
9. For a new free standing wall sign (ground/monument sign) a site plan of the property and proposed location of the sign must be included with your sign drawings. Also show the distance from the edge of the sign/wall to the right-of-way.
10. Please show all measurements in feet not inches.

**PLEASE NOTE THE FOLLOWING:**

1. All signs shall comply with The City of Mayfield Heights Codified Ordinances; Chapter 1191; Signs and/or the Mayfield Heights Commercial Corridor Design Manual. *(both can be viewed on www.mayfieldheights.org; Departments; Building)*

2. All signs shall comply with the latest edition of the National Electric Code, NFPA 70, specifically, Article 600; Electric Signs and Outline Lighting.

3. All sign applications will be reviewed by the Director of Building for code compliance and must receive approval from the Director and the Public Safety Director before a permit will be issued.

**PERMIT FEES:**

<table>
<thead>
<tr>
<th>Area</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 24 sq. ft.</td>
<td>$51.50</td>
</tr>
<tr>
<td>25 to 60 sq. ft.</td>
<td>$77.25</td>
</tr>
<tr>
<td>60 sq. ft. &amp; up</td>
<td>$103.00</td>
</tr>
</tbody>
</table>

Ground Sign .......... $103.00

**Fees include the 3% state surcharge.**

Make all checks payable to The City of Mayfield Heights.
THE CITY OF MAYFIELD HEIGHTS
SIGN PERMIT APPLICATION

ADDRESS: _________________________________________________________________________________ Mayfield Heights, OH 44124

NAME OF BUSINESS: ________________________________________________________________________

### WALL SIGN

<table>
<thead>
<tr>
<th>Height</th>
<th>Length</th>
<th>TOTAL AREA</th>
<th>Height Above Walk</th>
</tr>
</thead>
<tbody>
<tr>
<td>ft.</td>
<td>ft.</td>
<td>sq. ft.</td>
<td></td>
</tr>
</tbody>
</table>

ILLUMINATED? [ ] NO [ ] EXTERNAL [ ] INTERNAL [ ]

SIGN MATERIAL:

COLORS: (limit four, including background):

LOCATION OF SIGN ON BUILDING (north, south, east or west wall):

UNIT/BUILDING FRONTAGE: ft.

STREET THAT SIGN FRONTS ON:

SETBACK FROM CENTER LINE OF STREET: ft.

### GROUND SIGN

<table>
<thead>
<tr>
<th>Height of Complete Sign Face (each side)</th>
<th>Length of Complete Sign Face (each side)</th>
<th>TOTAL AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td>ft.</td>
<td>ft.</td>
<td>sq. ft.</td>
</tr>
</tbody>
</table>

DOUBLE SIDED? [ ] YES [ ] NO

COLORS (limit four, including background):

FREE STANDING WALL: [ ] PROPOSED [ ] EXISTING

SETBACK FROM RIGHT-OF-WAY: ft.

HOW WILL SIGN BE MOUNTED:

What is sign to advertise (state wording exactly): _____________________________________________

Are there any other signs on this building or property advertising this business? [ ] YES [ ] NO
If yes, state the size and character of each sign: ______________________________________________

Are there any other businesses in the same building? [ ] YES [ ] NO
If yes, state the size and character of each sign: ______________________________________________

(a photograph of said signs must be included with application)

Any other pertinent description or information: ________________________________________________
* Please assure that the application is filled out COMPLETELY and the following have been addressed:

1. The application has been filled out completely.
2. Setback of building from the center line of the road it fronts on.
3. Lineal frontage of building or unit.
4. Total area and description of any signs now on the building or property.
5. The application with the required drawings. A separate application must be completed for each sign.
6. The approval of the property owner, either by letter or a signed drawing.
7. Submit photograph of building showing any existing signs.
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10. For a new free standing wall sign (ground/monument sign) a site plan of the property and proposed location of the sign must be included with your sign drawings. Also show the distance from the edge of the sign/wall to the right-of-way.
11. All measurements on the application must be shown in feet not inches.

NOTE: the location of property lines and/or the existence of easements are the responsibility of the property owner and/or contractor.

SIGNATURE OF APPLICANT                        PRINT NAME           DATE

FEES:    
Up to 24 sq. ft. .......................  $51.50  60 sq. ft. & up.............  $103.00
(includes 3% State surcharge) 25 to 60 sq. ft. .......................  $77.25 Ground Sign ................  $103.00

FOR CITY USE ONLY:

APPROVED       APPROVED, AS NOTED

DATE:        
Tom Jamieson, Director of Building

DATE:        
Mayor Anthony DiCicco, Public Safety Director

DATE ISSUED: __________________________  PERMIT NO: ______________________________________