



Community Development Department  
 66 Mentor Avenue  
 Painesville, OH 44077  
 440-392-5931  
[permits@painesville.com](mailto:permits@painesville.com)

<b>FOR OFFICE USE ONLY</b>	
Project Address: _____	
Date Rec'd: _____	Date Entered: _____
Payment Amt: _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check
Rec'd by: _____	

## ZONING PERMIT

## APPLICATION FOR SIGN PERMIT

FEE - \$60.00 under 48 sq. ft. / \$100 over 48 sq. ft.

### Property/Project Information

Residential  Commercial  Industrial  Mixed  Corner Lot

Property / Site Address: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Detail concerning property (i.e. church, gov, office, commercial/industrial business, home occupation):

\_\_\_\_\_

### Applicant Information

Owner (property owner information and signature required for processing of this application)

Name: \_\_\_\_\_ Address (if different than site address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Applicant other than the owner (property owner information and signature required for processing of this application)

Name: \_\_\_\_\_ Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Are you a registered contractor in the City of Painesville?  YES  NO

### Sign Information

Replacement  New Construction

Type of Sign (check all that apply):  Permanent  Temporary  Wall Sign  Free Standing  Existing Pole  Monument

Illuminated  Non-Illuminated

Width: \_\_\_\_\_ Height: \_\_\_\_\_ Height above grade: \_\_\_\_\_ Number of faces: \_\_\_\_\_

Total square footage: \_\_\_\_\_ Front Yard Setback: \_\_\_\_\_ Side Yard Setback: \_\_\_\_\_

Width of building or tenant space: \_\_\_\_\_ Height of existing pole: \_\_\_\_\_ (pole signs are prohibited)

Existing signage at this location?  YES  NO If YES, explain: \_\_\_\_\_

Site Improvement Costs: \_\_\_\_\_ Construction Costs: \_\_\_\_\_

**Note: A site plan (drawing showing scope of work) must accompany this application.**

## Applicant Certification

I/we hereby agree to conform to the City of Painesville Ordinances and have read all accompanying documentation attached to this application. I also hereby certify that all statements made on this application are true and complete and that I have a legal right to make this application or to possess a written power of attorney on the above premises. I understand that issuance of this permit is for zoning only and shall not be construed as a building permit for projects.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(required if person **other than the owner** is submitting this application)

## SIGNS

**By signing this application, I agree to comply with the City of Painesville Ordinances. Please note: Making application for this permit/certificate entitles Painesville Inspectors complete access to the property to conduct all necessary inspections. A site plan shall be submitted and the review procedure shall ensure development complies with the standards of the Unified Development Code (UDC). Issuance of a Certificate of Compliance (Zoning Permit) shall not be construed as a building permit for projects.**

### SECTION 1127.03 APPLICABILITY

**Incomplete applications will not be accepted or processed**

- a) Signs shall be designed, erected, altered, reconstructed, moved or maintained, in whole or in part, in accordance with the type, design, size, location, illumination and other provisions set forth in this chapter.
- b) Unless otherwise provided, this chapter shall apply to any sign, in any zoning district, that is visible from the public right-of-way or from property other than the property on which the sign is located regardless of legibility.
- c) The construction, erection, safety and maintenance of all signs shall also comply with the provisions of the Building Code of the City of Painesville.
- d) The following displays shall not be governed by the provisions of these regulations:
  - 1) Flags, emblems, notices and insignia of any governmental agency.
  - 2) Signs conforming to the Ohio Manual of Uniform Traffic Control Devices and other government signs for traffic control, public safety and other regulatory purposes.

### 1127.04 PERMIT REQUIRED.

- a) A sign permit shall be required prior to the erection display, relocation, or alteration of any sign except as otherwise provided in this chapter. However, minor repairs or maintenance not involving structural changes may be undertaken without first obtaining a permit.
- b) **Application** for sign permits shall be made upon forms provided by the Administrator and shall contain the following information:
  - (1) The name, mailing address, e-mail address and telephone number of the applicant;
  - (2) The location of the building, structure or lot to which or upon which the sign is to be attached or erected;
  - (3) Two scale drawings, blueprints or ink, as well as a digital version in a format acceptable to the City, of the plans and specifications of each sign indicating all dimensions, materials, colors, type of lettering illumination, method of construction and means of attachment to the building or ground;
  - (4) The name of the person erecting the sign;
  - (5) Written consent of the owner of the building, structure or land to which or on which the sign is to be erected;
  - (6) Photograph of the area of the building upon which a wall sign is to be placed;
  - (7) Such other information as the Administrator shall require to show full compliance with this and all other ordinances of the City;
  - (8) Payment of a fee as required by Section 1105.05.
- c) When required, approval of the Design Review Board shall be obtained before issuance of a sign permit.
- d) Upon receipt of a completed application, the Administrator shall examine all required plans and specifications as well as the premises upon which the sign is to be placed. If the proposed sign is in compliance with all the requirements of this chapter and all other ordinances of the municipality, the sign permit shall be issued. If the work authorized under the sign permit has not been completed within one year after date of issuance, the permit shall become null and void.



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### SIGNS

- (a) The Administrator may revoke any sign permit for noncompliance with any provisions of this chapter or misrepresentation of fact on the permit application.
- (b) Issuance of a sign permit does not constitute a building permit. When required by the Building Code, a building permit shall be obtained prior to the erection, display, relocation, or alteration of any sign.

#### 1127.06 PROHIBITED SIGNS AND SIGN CHARACTERISTICS.

In general, any sign that is not expressly authorized by this chapter is prohibited. Additionally, the following signs are prohibited:

- (a) Portable or moveable signs or devices except as a temporary sign.
- (b) Billboards.
- (c) Signs that revolve, rotate, whirl, spin, flash or otherwise make use of motion to attract attention including but not limited to:
  - (1) Pennants and streamers.
  - (2) Gas-filled, air activated, or tethered balloons, sky tubes, or sky dancers.
  - (3) Signs mounted along one edge on a single vertical flexible pole, the physical structure of which may resemble a sail, bow, or teardrop.
  - (4) Search lights and bare strings of light bulbs.
- (d) Roof signs or signs extending above the parapet line.
- (e) Any sign that, by reason of its location, illumination, movement, shape or color, may interfere with, obstruct the view of, or be confused with, any authorized traffic control device.
- (f) Any sign attached to natural vegetation.
- (g) Any sign that shows evidence of inadequate maintenance or deterioration including peeling paint, rust, dirt, fading, damage or discoloration.
- (h) No sign shall be erected within the area of any sight triangle unless it is three feet in height or less and does not otherwise obstruct free and clear vision within the sight triangle.
- (i) Any permanent sign placed upon or projecting over any public land, street, sidewalk or other public right-of-way, except as expressly permitted in Section 1127.12.
- (j) No sign shall be erected, maintained or permitted to remain so as to obstruct any window, door, fire escape, balcony, platform, stairway, ladder, lighting system or traffic control lights of the City.

#### Fees

**1. Any application for development review under this Code shall be accompanied by such fee as shall be specified in Section 1105.05**

**Signs.....under 48 s.f. flat fee \$60.00 / 48 s.f. and over flat fee \$100.00**

**2. No application shall be processed or determined to be complete until the established fee has been paid.**