

ABR _____
BZA _____

Sign Application City of Independence

6335 Selig Drive, Independence Ohio 44131
216 / 524-1019 Fax: 216 / 573-1592
www.independenceohio.org

Permanent Sign: _____
Temporary Sign: _____
Length of Time: _____

Date: _____ Permit Fee: _____

Bldg. Owner: _____ Sign Contractor: _____
Address: _____ Address: _____
Cty/St/Zip: _____ Cty/St/Zip: _____
Phone: _____ Phone: _____
Contact Person: _____ Contact Person: _____

Address of Sign: _____
Type of Sign: _____ Zoning District of Sign: _____
(i.e., ground, wall, pylon, etc.) (i.e., U-4, U-5, etc.)

Allowable signage determined by size of building: Width of building facing main street _____ X 1.35 = _____ total overall signage allowed. Tenant space and/or building width _____ X 1.0 = _____ total of wall sign allowed. Subtract building width from the building frontage = _____ = total free-standing face area.
FOR CORNER LOT ONLY: Width of building facing main street _____ plus (+) 40% of the building depth facing secondary street = _____ X 1.35 = _____ total signage allowed.

Height (grade to top of sign): _____ Size of sign face: Length _____ X Width _____ = Square feet _____
(x 2 if double sided)

Colors: Background _____ Lettering _____ Other _____

Sign to read: _____

Single-faced (Y/N) _____ Double-faced (Y/N) _____ Illuminated (Y/N) _____ How? _____

Material for sign face: _____ Material for support structure: _____

Any current sign(s) on property? (Y/N) _____ If yes, how many, location on property/building, description and sizes: _____

Variance required: (if applicable) _____

EACH SIGN APPLICATION MUST INCLUDE:

1. Application completed in **FULL**.
2. Three (3) sets of drawings to scale. **ARCHITECTURAL BOARD OF REVIEW REQUIRES SUBMITTAL OF COLORED RENDERINGS.**
3. Plot plan/elevation showing the exact location of the sign in relation to the building, righth-of-way and property lines.
4. Colored photographs/rendering of existing/proposed buildings.

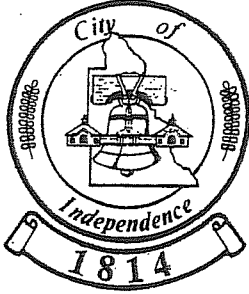
NOTE: Applications and all materials required **MUST** be submitted to the Building Department no later than **NOON, ONE WEEK PRIOR TO THE MEETING DATE**, to be placed on the agenda.

ALL signs **MUST** be reviewed by the Architectural Board of Review for their approval, who meet on the 1st and 3rd Wednesday of each month at 8:30 AM (**8:00AM during Daylight Savings Time**) in the Meeting Room in the City Hall Annex Building, 6335 Selig Drive, a representative to be present.

The Building Department shall review the drawings for conformance, and if a variance is required, the applicant shall be referred to the Board of Zoning Appeals (BZA), who meet on the 3rd Thursday of each month at 7:00pm in the Council Chambers in City Hall, 6800 Brecksville Road, a representative to be present.

For purposes of reviewing, approving, or disapproving this application and/or request, I _____, the applicant hereby agrees, consents and grants a right of entry to the above described premises to the necessary and appropriate City representatives.

Signage Fee: Up to fifty (50) square feet in face area measured on **each** face on which the sign is readable or has value as an advertisement, announcement, direction or declaration, twenty dollars (\$20.00). For each additional square foot similarly measured, one dollar (\$1.00). Plus 3% State Assessment Fee. If applicable, an Electrical Permit must be pulled by a Registered Electrician.



City of Independence, Ohio

"THE HEART OF CUYAHOGA COUNTY"

6800 BRECKSVILLE ROAD

INDEPENDENCE, OHIO 44131

(216) 524-4131

Building Department (216) 524-1019 Fax (216) 573-1592

6335 Selig Drive, Independence, Ohio 44131

www.independenceohio.org

ARCHITECTURAL BOARD OF REVIEW APPLICATION

NAME OF APPLICANT _____ FIRM NAME _____

PHONE NO. _____ FAX NO. _____

ADDRESS OF SITE _____ PPNs _____

OWNER OF SITE _____ PHONE _____

PROJECT OR BUILDING NAME _____ Zoning _____

EXPLANATION OF PROPOSED PROJECT _____

NAMES OF ALL WHO WILL APPEAR AT THE MEETING _____

This application must include THREE (3) copies of all drawings and information pertinent to the request, plus a copy reduced to 11" x 17" of drawings or items larger than such size.

I understand, according to City Code, application to appear before the Architectural Board of Review must be made seven (7) working days prior to the scheduled meeting prior to 12:00 noon.

Signature of Applicant _____

Date _____

Meeting Date _____ No. on Agenda _____

2009 SCHEDULE

MEETING DATES AND DEADLINES CITY OF INDEPENDENCE, OHIO 44131

City Hall, 6800 Brecksville Road – City Hall Annex, 6335 Selig Drive

COUNCIL – Meets 2nd Tuesday, 7:00 p.m., City Hall Council Chambers, 6800 Brecksville Road

ARCHITECTURAL BOARD OF REVIEW – Meets 1st & 3rd Wednesday at 8:30 a.m. at the City Hall Annex, 6335 Selig Drive. Three (3) sets of drawings must be submitted by noon on the Wednesday prior to the meeting.

<u>Meeting Date</u>	<u>Deadline for Agenda & Submission of Plans</u>	<u>Meeting Date</u>	<u>Deadline for Agenda & Submission of Plans</u>
Jan. 7, 2009	Dec. 31	July 1, 2009	June 24
Jan. 21, 2009	Jan. 14	July 15, 2009	July 8
Feb. 4, 2009	Jan. 28	Aug. 5, 2009	July 29
Feb. 18, 2009	Feb. 11	Aug. 19, 2009	Aug. 12
Mar. 4, 2009	Feb. 25	Sept. 2, 2009	Aug. 26
Mar. 18, 2009	Mar. 11	Sept. 16, 2009	Sept. 9
Apr. 1, 2009	Mar. 25	Oct. 7, 2009	Sept. 30
Apr. 15, 2009	Apr. 8	Oct. 21, 2009	Oct. 14
May 6, 2009	Apr. 29	Nov. 4, 2009	Oct. 28
May 20, 2009	May 13	Nov. 18, 2009	Nov. 11
June 3, 2009	May 27	Dec. 2, 2009	Nov. 25
June 17, 2009	June 10	Dec. 16, 2009	Dec. 9

PLANNING COMMISSION – Meets 1st Tuesday, 7 p.m., City Hall Council Chambers, 6800 Brecksville Road. (Commission gathers in open meeting prior to meeting to review submissions) Three (3) sets of drawings and one (1) reduced set (11" x 17") must be submitted by end of day on the 6th working day prior to the meeting.

<u>Meeting Date</u>	<u>Deadline for Agenda & Submission of Plans</u>	<u>Meeting Date</u>	<u>Deadline for Agenda & Submission of Plans</u>
Jan. 6, 2009	Dec. 30	July 7, 2009	June 30
Feb. 3, 2009	Jan. 27	Aug. 4, 2009	July 28
Mar. 3, 2009	Feb. 24	Sept. 1, 2009	Aug. 25
Apr. 7, 2009	Mar. 31	Oct. 6, 2009	Sept. 29
May 5, 2009	Apr. 28	Nov. 3, 2009*	Oct. 27*
June 2, 2009	May 26	Dec. 1, 2009	Nov. 24

BOARD OF ZONING APPEALS – Meets 3rd Thursday at 7 p.m., City Hall Council Chambers, 6800 Brecksville Road. (Board gathers in open meeting prior to meeting to review submissions.) Three (3) sets of drawings must be submitted by noon on the Thursday prior to meeting.

<u>Meeting Date</u>	<u>Deadline for Agenda & Submission of Plans</u>	<u>Meeting Date</u>	<u>Deadline for Agenda & Submission of Plans</u>
Jan. 15, 2009	Jan. 8	July 16, 2009	July 9
Feb. 19, 2009	Feb. 12	Aug. 20, 2009	Aug. 13
Mar. 19, 2009	Mar. 12	Sept. 17, 2009	Sept. 10
Apr. 16, 2009	Apr. 9	Oct. 15, 2009	Oct. 8
May 21, 2009	May 14	Nov. 19, 2009	Nov. 12
June 18, 2009	June 11	Dec. 17, 2009	Dec. 10

Revised 02/18/09

* Meeting dates may be changed