



City of Circleville

Department of Public Service
City Administration Building
104 East Franklin Street
Circleville, OH 43113
740-477-8224
www.circlevilleoh.gov

Permit #: _____

Date: _____

Application for Sign Permit

A drawing showing all features and sides of the proposed sign with dimensions must be submitted with application.

Applicant Name: _____ Phone #: _____

Applicant E-mail: _____

Property Address: _____ Parcel #: _____

Property Owner: _____ Phone #: _____

Contractor: _____ Contractor's Phone #: _____

Estimated Cost of the Sign: _____ Zoning District: _____

Sign Type: [] Wall [] Ground-mounted [] Canopy [] Pylon [] Projecting
[] Window [] Mural [] Drive Thru Boards [] Billboard [] Other: _____

Temporary Sign: [] Yes [] No Number of Days to be Displayed: _____

Sign Dimensions (attach additional sheets if necessary):

Sign #1: Side 1: _____ ft X _____ ft = _____ sq. ft. Height: _____ ft.
Side 2: _____ ft X _____ ft = _____ sq. ft. (measured to top of sign)

Sign #2: Side 1: _____ ft X _____ ft = _____ sq. ft. Height: _____ ft.
Side 2: _____ ft X _____ ft = _____ sq. ft. (measured to top of sign)

Total area of all signs: _____ sq. ft.

Lighting Method: _____ Existing Signs Square Footage: _____

Linear Building Frontage (ft): _____ Distance from Right-of-Way: _____

Applicant Signature: _____ Date: _____

An applicant shall apply for a Certificate of Zoning Compliance after completing the work described in this Zoning Permit if approved.

Do not fill below line

Fee Collected: _____

By: _____ Date: _____

[] Cash
[] Check #: _____

[] Credit Card #: _____
Exp: ____/____ Security Code: _____ ZIP: _____
Name on Card: _____
Address: _____
Signature: _____

[] Approved [] Denied

By: _____ Date: _____

Comments:

Sign Information

1145.07 Signs

a) The following regulations apply to all Signs within the City of Circleville:

1. Unless otherwise exempted, a Zoning Permit shall be obtained prior to erecting any sign in any district. The following types of signs are exempt from obtaining a Zoning Permit:
 - i. Signs not exceeding two (2) square feet in area that are customarily associated with a residential use and are not of a commercial nature, including the address and/or the name of the occupants.
 - ii. Signs erected by a governmental entity for a recognized public purpose and duly authorized by any law, statute or ordinance. Such signs include legal notices and traffic control devices, provided such signs carry no supplementary advertising.
 - iii. Signs that are on the inside of a structure or building that are designated or located so as to be typically visible from outside the window.
 - iv. Temporary signs clearly in the nature of decorations customarily associated with a national, local or religious holiday. Such signs shall be of any illumination or animation provided that a safety and/or visibility hazard is not clearly created.
2. All signage and graphics shall be carefully coordinated with the building and architecture.
3. Signs shall not be painted directly on the surface of a Fence.
4. No roof Signs or roof mounted Signs shall be permitted. No part of any Sign shall extend higher than the eave of any building, except when placed on the parapet of a building
5. The following permanent Signs shall be prohibited: portable displays or mobile Signs (except for sandwich board signs as permitted and regulated by Section 1141.03(b)(9)(E) in the HOD), gas or air filled devices, revolving or rotating Signs, exposed neon Signs, exposed LED Signs, rotating Signs, Signs with flashing messages or bare bulbs, Signs on backlit awnings, flashing Signs, video Signs, Signs with moving text or pictures, bench Signs, and Wallscapes.
6. Each building and unit, if applicable, shall have an address number that is clearly visible from the public right-of-way. Such Signs shall not require a permit.
7. Off-Premises Signs shall be prohibited.
8. Original Art Mural and Vintage Art Murals as defined in Section 1105 shall only be permitted in accordance with Section 1145.07(p) of these regulations.

Section 1113.02(d)(3) EXPIRATION OF PERMITS

The work described in the Permit must be complete and a Certificate of Zoning Compliance must be issued within two (2) years of the date of Zoning Permit approval. Any work described in the permit that has not been completed within this two (2) year period shall not proceed unless and until a new Zoning Permit is obtained.

Please acknowledge that you have read and understand the above:

Applicant Signature: _____

Date: _____