

**CITY OF BROADVIEW HEIGHTS, OHIO  
PLANNING COMMISSION  
SIGN REVIEW APPLICATION**

**SIGN APPLICATION REQUIREMENTS:**

Applicant shall provide **eighteen (18)** copies of the following (all must be collated into 18 complete set):

- ❑ Sign the application and include the **\$100.00 (non-refundable) Planning Commission fee** with submission.
- ❑ The designs and colored layout of each sign proposed, including the total area of all signs and the area, height, character, materials, colors and type of lettering or other symbols of individual signs. Material samples may be requested.
- ❑ Photographs or drawings of the building for which the signs are proposed.
- ❑ A dimensional site plan and building elevation showing the exact locations of each sign in relation to the building and property lines. Also included shall be the dimensions of the width of the building or building unit face or faces. Distance from R.O.W. and distance from side property lines is required.
- ❑ Details and specifications for construction, erection and attachment as may be required by the Ohio Building Code, including the name of the sign contractor or company.
- ❑ Landscaping plans for all ground signs.
- ❑ A written confirmation from the owner/property management company that the proposed sign submitted is approved.

**The Planning Commission meets the Second and Fourth Wednesday of every month.**

“The Planning Commission shall review and act on applications for permanent signs that exceed three (3) square feet, according to the standards set forth in this Chapter 1479 and the procedures set forth in all other ordinances of the City. The Planning Commission shall have the authority to grant any application which deviates from this Chapter but is determined to be reasonable considering the intent and regulations of this Chapter. ***When approved by the Planning Commission, the application shall be returned to the Building Commissioner who shall hold it for the applicant to apply for the appropriate permit. The decision of the Planning Commission shall be final.*** Any appeals shall be filed in the Cuyahoga County Common Pleas Court within thirty (30) days after the decision of the Planning Commission.”

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Date: \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Is this a NEW Business \_\_\_\_\_ or EXISTING Business \_\_\_\_\_

Approval Building Owner / Property Manager Signature: \_\_\_\_\_

OFFICE USE ONLY	
PC FEE	_____ 100.00 _____
PC APP. #	_____
PC APP. RCPT #	_____
SIGN APP. #	_____
SIGN PERMIT FEE	_____
SIGN APP RCPT #	_____
SIGN PERMIT #	_____
Landscape Deposit: YES	_____ NO _____

**BUSINESS NAME ON SIGN:** \_\_\_\_\_

To be erected at: \_\_\_\_\_

Building / Unit Frontage: \_\_\_\_\_ Feet

Business Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

**SIGN CONTRACTOR:** \_\_\_\_\_ **ELECTRICAL CONTRACTOR:** \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**DESCRIPTION OF SIGN (A SITE PLAN SHOWING THE SIGN LOCATION, DISTANCE FROM R.O.W. AND DISTANCE FROM SIDE PROPERTY LINES IS REQUIRED):**

Type of Sign: \_\_\_\_\_

Width \_\_\_\_\_ Height \_\_\_\_\_ Area \_\_\_\_\_ sq. ft.

**MATERIAL:**

Face \_\_\_\_\_ Color \_\_\_\_\_ Letters \_\_\_\_\_ Color \_\_\_\_\_

Box \_\_\_\_\_ Color \_\_\_\_\_ Letters \_\_\_\_\_ Color \_\_\_\_\_

**ILLUMINATION:** Internal \_\_\_\_\_ External \_\_\_\_\_

Type of Lights \_\_\_\_\_

**Note: All ground signs must include landscaping plans.**

**A \$200.00 landscaping cash bond shall be posted for all ground signs *after* the sign has been Approved. It is returnable after final inspection approval.**

**\*\*\*UPON BOARD APPROVAL A BUILDING PERMIT MUST BE OBTAINED.\*\*\***

Building Department: Zoning Status: \_\_\_\_\_ Size of Building: \_\_\_\_\_

Existing Signage: Ground \_\_\_\_\_ Bldg \_\_\_\_\_

Allowed Signage: Ground \_\_\_\_\_ Bldg \_\_\_\_\_

PLANNING COMMISSION APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_