



Application/Permit # \_\_\_\_\_ - \_\_\_\_\_

## Application for Sign Permit

85 Commerce Street, Lockbourne, Ohio 43137 • Phone: (614) 491-3161 • Fax: (614) 491-8070  
[www.lockbourneohio.us](http://www.lockbourneohio.us)

**ALL FEES ARE NON-REFUNDABLE • Please type or print all information**

**ADDRESS OF SITE** \_\_\_\_\_

**PROPERTY OWNER OF RECORD** \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**LOCATION OF SIGN ON PROPERTY** \_\_\_\_\_

**CLASS OF SIGN** \_\_\_\_\_

**DESCRIPTION OF SIGN** \_\_\_\_\_

*I certify that all information and attachments are true and correct.*

**SIGNATURE** \_\_\_\_\_

<b><u>OFFICE USE ONLY</u></b>		
Date received _____		
Fee paid _____	Method of payment _____	
Date of action on application _____	Approved _____	Denied _____
If application denied, reason for denial _____ _____ _____		
Signature: _____		

**PLEASE NOTE: Incomplete information will result in the rejection of this application**  
**Please make checks payable to the Village of Lockbourne**



## General Standards for Sign Permit

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Kendall Collins, Village Administrator

***The applicant is required, in addition to the information requested on this form, to submit plans and drawn to scale, showing the actual dimensions, shape of the sign, and the location of the proposed sign.***

### General Standards for Residential Fences unless Otherwise Specified

- a) Application for a sign permit shall be made and submitted at the office of the Village Administrator on the appropriate forms furnished by said Administrator.
- b) If any required information is left off of the application or if any of the submitted information is misrepresented on the application, the permit shall be denied or shall become null and void if already issued, regardless of actual construction being started or completed.
- c) Any sign not erected or constructed as represented on the application upon which the permit was issued shall not be construed as a hardship case, but shall be construed as a misrepresentation of facts on the application and a violation of this Ordinance and the owner or agent shall be given notice to remove said sign or correct the error within a specified period of time.
- d) All applications for sign permits shall as a minimum include a scale drawing of the proposed sign, indicating the following:
  1. Height, size, and orientation of the sign and the message contained thereon.
  2. Location of sign on the lot or building.
  3. Type of materials from which sign is to be constructed.
  4. Method of illuminating and source of illumination for said sign.
  5. Any other information which may be required by the Village Administrator to determine conformance with the regulations contained herein.

### Process for Sign Permit

1. Obtain permit application (pay **\$TBD** application fee)
2. Complete all phases of application (must be submitted within 48 hours of Planning Commission Meeting)
3. Planning Commission Meeting 2<sup>nd</sup> Thursday of month @ 6:30 pm at Lockbourne Municipal Building, 85 Commerce Street, Lockbourne)

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