



Permit No. \_\_\_\_\_

209 S. Main Street • Marysville, Ohio 43040

Phone: (937) 645-7350 • Fax: (937) 645-7351 • www.marysvilleohio.org

## APPLICATION FOR TEMPORARY SIGNS

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Sports/Organization Registration | <input type="checkbox"/> Window Signs - Non-Residential | <input type="checkbox"/> Contractor        |
| <input type="checkbox"/> Festival/Special Events          | <input type="checkbox"/> Light Pole Banner              | <input type="checkbox"/> Seasonal Business |
| <input type="checkbox"/> Public or Quasi Public           | <input type="checkbox"/> Real Estate                    | <input type="checkbox"/> Portable Sidewalk |
| <input type="checkbox"/> Coming Soon                      | <input type="checkbox"/> Grand Opening                  | <input type="checkbox"/> Business/Promo    |

**\*\*\* IMPORTANT INFORMATION – Please read before completing the application \*\*\***

- **No temporary signs shall be placed in the right-of-way.**
  - Temporary signs located within the right-of-way will be removed.
- **The Division of Engineering shall either approve or disapprove the application within fifteen (15) business days after the receipt of a complete application.**
- **The following shall be included with a submitted Temporary Sign Application;**
  - The design and layout of each sign proposed.
  - The area, height, character, material, colors and type of lettering or other symbols of individual signs.
  - The total area of the sign(s) in square feet.
  - A site plan or description showing the proposed signage location(s).
- **All Sign Permits shall be conditional upon the commencement of work within six (6) months.**
- **Fees shall be doubled for late submittals.**
- **Failure to submit a complete application may result in the delay or denial of the application.**

**Applicant Information** (Please print clearly)

Applicant: \_\_\_\_\_  Owner  Agent  Representative  Other

Address (street): \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Business and/or Organization For Temporary Signage** (Please print clearly)

Business/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address (street): \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

In addition to completing the information on page one (1) of this application, you are required to submit the following based on the type of temporary sign for which you are requesting a permit.

Address and/or location(s) of signs: \_\_\_\_\_

Dates for sign(s) to be displayed: \_\_\_\_\_

**Sports/Organization Registration Signs**

- For non-profit organizations only (must show proof of non-profit status).
- Map showing the approximate location of the placement of the signs.
- Size of signs: \_\_\_\_\_ sq. ft. (*Maximum size permitted is four (4) sq. ft.*)
- Number of signs: \_\_\_\_\_

**Contractor Signs (*Greater than four (4) square feet*)**

- Size of sign: \_\_\_\_\_ sq .ft.
- Height of sign: \_\_\_\_\_ ft.

**Window Signs for Non-Residential**

- (A) Calculation of the total aggregate square footage of all applicable windows: \_\_\_\_\_sq. ft.
- (B) 25% of total square footage as listed above \_\_\_\_\_ sq. ft. (*Take calculation in (A) x 0.25*)
- (C) Percentage of window area covered with permanent signs: \_\_\_\_\_ %
- (D) Up to 25% of total square footage minus permanent signs as listed above permitted: \_\_\_\_\_ sq. ft. (*Take calculation in (A) x 0.25 – (C)*)
- (E) Temporary windows signs are required to be dated and removed after ninety (90) days.

**Festival/Special Event Signs**

- Size of signs: \_\_\_\_\_ sq .ft. (*Maximum size permitted is 6 sq. ft.*)
- Height of signs: \_\_\_\_\_ (*Maximum height permitted is 4 ft.*)
- Map showing the approximate location of the placement of the signs.

**Light Pole Banners**

- Information to be on the banners.
- Date(s) banners are to be installed: \_\_\_\_\_

**Seasonal Business Sign**

- Size of sign: \_\_\_\_\_ sq. ft. (*Maximum size permitted is 6 sq. ft.*)
- Location of sign (check applicable): Attached to cart/stand \_\_\_\_\_ Not attached to cart/stand \_\_\_\_\_
- Height of sign: \_\_\_\_\_ (*Maximum height permitted is 4 ft.*)

**Public or Quasi Public Signage**

Signs:

- Number of signs to be displayed: \_\_\_\_\_
- Height of signs: \_\_\_\_\_ (*Maximum height permitted is 5 ft.*)
- Size of signs: \_\_\_\_\_sq. ft. (*Maximum size permitted is 20 sq. ft.*)
- Length of signs: \_\_\_\_\_ (*Maximum length permitted is 10 ft.*)

Banners:

- Number of banners to be displayed: \_\_\_\_\_
- Location of banners (check applicable): Attached to building \_\_\_\_\_ Not attached to building \_\_\_\_\_
- Height of banners attached to building: \_\_\_\_\_ Height of banners not attached to building: \_\_\_\_\_

- Size of banners: \_\_\_\_\_ sq. ft. (*Maximum size permitted is 20 sq. ft.*)
- Max. length of banners: \_\_\_\_\_ (*Maximum length permitted is 10 ft.*)

**Real Estate (*Greater than four (4) square feet*)**

- Height of sign: \_\_\_\_\_
- Square footage: \_\_\_\_\_ sq. ft.

**Portable Sidewalk Sign**

- Size of sign: \_\_\_\_\_ sq. ft. (*Maximum size permitted is 6 sq. ft.*)
- Height of sign: \_\_\_\_\_ (*Maximum height permitted is four (4) ft. / Minimum height permitted is three (3) ft.*)
- Width of sign: \_\_\_\_\_ (*Maximum permitted width including the frame is twenty-six (26) inches*)
- Sign structure/framing material type: \_\_\_\_\_ (*Permitted structure/frame material: steel, iron, metal, and/or a synthetic material that has the appearance of*)
- Color of sign structure/framing: \_\_\_\_\_ (*Permitted structure/frame colors: dark browns, greens, reds, blues and black*)
- Sign panel material type: \_\_\_\_\_
- Hold Harmless Agreement obtained (check yes or no): Yes: \_\_\_ No: \_\_\_

**Coming Soon**

- Sign type: \_\_\_\_\_ (*examples; banner, window vinyl, wall sign*)
- Sign size: \_\_\_\_\_ (*Maximum size permitted is 20 sq. ft.*)
- Location of sign (check applicable): Attached to building \_\_\_\_\_ Not attached to building \_\_\_\_\_
- Dates to be displayed: \_\_\_\_\_ (*Maximum length of time not to exceed 90 days*)
- Coming Soon sign must be removed prior to displaying a Grand Opening sign

**Grand Opening**

- Sign type: \_\_\_\_\_ (*examples; banner, window vinyl, wall sign*)
- Sign size: \_\_\_\_\_ (*Maximum size permitted is 20 sq. ft.*)
- Location of sign (check applicable): Attached to building \_\_\_\_\_ Not attached to building \_\_\_\_\_
- Dates to be displayed: \_\_\_\_\_ (*Maximum length of time not to exceed 15 days after opening*)
- Coming Soon sign must be removed prior to displaying a Grand Opening sign

**Business / Promotional**

- Sign type: \_\_\_\_\_ (*examples; banner, window vinyl, wall sign*)
- Sign size: \_\_\_\_\_ (*Maximum size permitted is 20 sq. ft.*)
- Location of sign (check applicable): Attached to building \_\_\_\_\_ Not attached to building \_\_\_\_\_
- Dates to be displayed: \_\_\_\_\_
- Can be displayed for six (6) periods per calendar year, each period not to exceed ten (10) days.
- Can be used to display special events or promotional offers.
- May not advertise or display any other business that is not located on the property.

**The applicant agrees to comply with:**

- **The information contained on this permit**
- **The plans submitted in accordance with this permit**
- **Agrees to comply with all conditions, modifications, restrictions, and/or regulations of the City of Marysville.**

**I hereby attest to the truth and exactness of all information supplied on and with this application.**

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

**FOR OFFICE USE ONLY**

Paid (stamp):

Fees:	Contractor Signs:	\$50 per sign
	Seasonal Business Signs:	\$50 per sign
	Portable Sidewalk Sign (one time only fee):	\$50 per sign
	Real Estate Signs (larger than 4 sq ft):	\$50 per sign
	Light Pole Banners:	\$50 per sign
	Temporary Window Signs:	NO FEE
	Coming Soon / Grand Opening:	NO FEE
	Business / Promotional:	NO FEE
	Public / Quasi Public:	NO FEE
	Festival / Special Events:	NO FEE
	Sports / Organizational Registrations:	NO FEE

**TOTAL FEES DUE:** \_\_\_\_\_

**TOTAL FEES PAID:** \_\_\_\_\_

Agreements:

Hold Harmless Agreement Obtained for Portable Sidewalk Signs:

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Permit Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Issued By

\_\_\_\_\_  
Date