



209 S. Main Street • Marysville, Ohio 43040
 Phone: (937) 645-7350 • Fax: (937) 645-7351 • www.marysvilleohio.org

**APPLICATION FOR
PERMANENT SIGNS**

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

- The Division of Engineering shall either approve or disapprove the application within fifteen (15) business days after the receipt of a complete application.
- Fees shall be doubled for late submittals.
- Failure to submit a complete application may result in the delay or denial of the application.
- All issued Sign Permits shall be conditional upon the commencement of work within six (6) months.
- Each application shall present the information required below through the use of photographs and drawings at a scale which clearly shows details and design of the sign(s).

Provided below is a checklist of items that are required to be included with a completed application.

- The design and layout of each sign proposed.
- The total square footage area of the sign(s).
- The area, height, character, materials, colors and type of lettering or other symbols of individual sign(s).
- Photographs or drawings of the building for which the sign(s) are proposed.
- A site plan showing the location of each sign in relation to the building and property in which the sign(s) are proposed.
- Description of the proposed illumination.
- Photographs, dimensions and square footage of all the existing signage located on property.

Applicant Information *(Please print clearly)*

Applicant: _____ Owner Agent Representative Other

Address (street): _____

City, State, and Zip Code: _____

Telephone Number: _____ Email: _____

Project Site Information *(Please print clearly)*

Address of Project (street address): _____

Description of Proposed Signage: _____

Business and/or Organization: _____

Contact Person: _____

Telephone Number: _____ Email: _____

Zoning District: _____ Width of the building or building unit frontage: _____ ft. _____ in.

Building Setback: _____ ft. _____ in.

Continued from previous page.

Property Owner Information *(Please print clearly)*

Owner of Property: _____

Address (street): _____

City, State, and Zip Code: _____

Telephone Number: _____

The applicant agrees to comply with:

- **The information contained on this permit**
- **With the plans submitted in accordance with this permit**
- **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: NUMBER OF SIGNS: _____ x \$50.00

TOTAL FEES DUE: _____

TOTAL FEES PAID: _____

Description of approved signs: _____

Issued by: _____ Date: _____