

**MAYFIELD VILLAGE
PERMANENT & TEMPORARY COMMERCIAL SIGN APPLICATION**

**Mayfield Village Building Department
6622 Wilson Mills Rd, Mayfield Village, Ohio 44143
Ph: 440-461-2213 Fax: 440-442-5077**

APPLICATION DATE _____ PERMIT NUMBER _____

ARCHITECTURAL REVIEW BOARD FEE	\$ 15.00	\$ _____	
BOARD OF APPEALS	\$ 50.00	\$ _____	
STATE 3% FEE	\$ _____		
TOTAL	\$ _____		PAID DATE _____

BUILDING PERMIT FEE EACH FACE	\$ 25.00	\$ _____	
STATE 3% FEE	\$ _____		
TOTAL	\$ _____		PAID DATE _____

LOCATION _____

OWNER _____ PHONE _____

OCCUPANT _____ PHONE _____

CONTRACTOR _____ PHONE _____

TYPE _____

PERMANENT _____ TEMPORARY _____ FROM _____ TO _____

WALL SIGN _____ FREE STANDING _____ OTHER _____

OVERALL HEIGHT OF SIGN _____	LENGTH OF BUILDING FRONT WALL _____
SIGN FACE ONLY DIMENSIONS VERTICAL _____	HORIZONTAL _____
SQUARE FEET (EACH FACE) _____	TOTAL SQ.FT. _____
EXISTING SIGNS (SQ.FT.) WALL _____	GROUND _____
PROPOSED SIGNS (SQ.FT.) WALL _____	GROUND _____

TOTAL SQUARE FOOTAGE OF COMBINED EXISTING AND PROPOSED SIGNS _____

FRONT SET BACK FROM RIGHT OF WAY _____

SIDE SET BACK FROM PROPERTY LINE _____

SIGN MATERIALS _____

COLORS BACKGROUND _____ LETTERS _____ LOGO _____

ILLUMINATION _____ COST OF SIGN (INCLUDING INSTALLATION) \$ _____

SIGNATURE OF APPLICANT _____

LEASING SIGN For Rent, Lease, Sale Signs shall be permitted for a maximum six-month period. Such sign shall not exceed six feet in height and sixteen squared feet in area when attached to buildings. Ground type signs shall be perpendicular to the street at least thirty feet from the right-of-way and shall not exceed thirty-two square feet in area. (Ord. 96-27. Passed 8-5-96)

PLAN REQUIREMENTS

SUBMIT DESCRIPTION AND PICTURES OF EXISTING. SIX SETS OF PLANS FOR PROPOSED PERMANENT SIGN INCLUDING CONSTRUCTION DETAILS DRAWN AT SCALE OF 1/4" = 1' WITH ONE COLORED RENDERING.

GENERAL NOTES

THE A.R.B. BOARD MEETS THE SECOND AND FOURTH THURSDAY; DRAWINGS TO BE SUBMITTED TWO WEEKS IN ADVANCE. MEETINGS HELD AT THE CIVIC CENTER, 6622 WILSON MILLS RD. AT 6:00 P.M. CONTRACTOR AND/OR PROPERTY OWNER TO BE PRESENT.

MAYFIELD VILLAGE ARCHITECTURAL BOARD

DATE _____

_____ **APPROVED**

_____ **APPROVED AS NOTED**

_____ **NOT APPROVED**