

**COMMERCIAL TEMPORARY SIGN APPLICATION**

**Mayfield Village Building Department**  
6622 Wilson Mills Rd, Mayfield Village, Ohio 44143  
Phone 440-461-2213 Fax 440-440-5077 Office Hours 8:00 AM - 4:00 PM

APPLICATION DATE \_\_\_\_\_ PERMIT NUMBER \_\_\_\_\_

ARCHITECTURAL REVIEW FEE \$15.00  
+ STATE 3% \$ \_\_\_\_\_ DATE PAID \_\_\_\_\_  
BUILDING FEE \$25 EACH FACE  
+ STATE 3% \$ \_\_\_\_\_ DATE PAID \_\_\_\_\_

LOCATION \_\_\_\_\_  
OWNER \_\_\_\_\_ PHONE \_\_\_\_\_  
OCCUPANT \_\_\_\_\_ PHONE \_\_\_\_\_  
CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_

**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)

**DEVELOPMENT SIGN** One temporary development sign shall be permitted for length of construction. (requirements same as Leasing Signs)

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

Double-faced ground signs maximum size is 16 sq.ft. each face.

FRONT SET BACK FROM RIGHT OF WAY \_\_\_\_\_  
SIDE SET BACK FROM PROPERTY LINE \_\_\_\_\_  
SIGN MATERIALS \_\_\_\_\_  
COLORS BACKGROUND \_\_\_\_\_ LETTERS \_\_\_\_\_ LOGO \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

**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.  
Note: Building Commissioner to determine if leasing sign warrants ARB approval. If it does not, three sets of plans are required.

**GENERAL NOTES**

The Board meets the second and fourth thursday; drawings to be submitted one week in advance. Meetings held in the meeting room of the Mayfield Village Community Room at 6621 Wilson Mills Road, at 7:30 p.m. Contractor and/or property owner to be present.



MAYFIELD VILLAGE ARCHITECTURAL BOARD

DATE \_\_\_\_\_

\_\_\_\_\_ APPROVED \_\_\_\_\_ APPROVED AS NOTED \_\_\_\_\_ NOT APPROVED

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