

**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 _____
 COLOR/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 ONE WEEK IN ADVANCE. MEETINGS HELD IN THE CIVIC CENTER HALL AT 6622 WILSON MILLS RD. AT 7:30 P.M. *CONTRACTOR AND/OR PROPERTY OWNER TO BE PRESENT.*



MAYFIELD VILLAGE ARCHITECTURAL BOARD

DATE _____

_____ **APPROVED**

_____ **APPROVED AS NOTED**

_____ **NOT APPROVED**