

SIGN PERMIT APPLICATION GUIDE

SCHEDULE OF FEES (Ordinance 109-2021)	
SIGN PERMITS	FEE
New/Permanent Non-Residential*:	\$50.00
Modification of sign face	\$25.00
Limited Duration Sign	\$25.00
Temporary Sign (per 14 days)	\$15.00

** if reviewed in conjunction with a Site Plan Review Application, fee is waived.*

SUBMISSION PROCEDURES

To complete a proper application for on-premise signage:

PROCEDURE FOR OBTAINING A PERMANENT/LIMITED DURATION SIGN PERMIT

- Submit the completed application packet with payment (per the fee schedule) to the Planning & Zoning Department (checks made payable to City of Tallmadge).

The application packet, must include the following:

- Typewritten application (2 pages) signed and dated by both applicant and owner.
- Scaled Site Plan including all dimension to lot lines from signage, and any building elevation dimensions when applicable.
- Detailed drawings of the sign with all proper dimensions and lighting requirements included.
- Any additional documents, as applicable.

FOR ANY FREESTANDING SIGNS, THE PROPOSED SIGN MUST BE STAKED OUT ON THE PROPERTY AND THE PLANNING & ZONING DEPARTMENT MUST BE CONTACTED FOR INSPECTION PRIOR TO CONSTRUCTION.

PROPERTY BOUNDARY LOCATIONS ARE THE RESPONSIBILITY OF THE PROPERTY OWNER. IF UNABLE TO LOCATE PROPERTY BOUNDARIES, A SURVEY SHOULD BE ATTAINED FROM A CERTIFIED SURVEYOR.

Review - what to expect

All applications will be reviewed for completeness and compliance with Title 8 of the Zoning Code. Once approval is granted, submit the building plans and the approved Sign Permit to Summit County Department of Building Standards.

Other Approvals:

The granting of approval by the Zoning Administrator does not imply approval of specific plans by the Building Department, other Agencies or other City Departments. Questions about building permits and regulations may be addressed to Summit County Department of Building Standards at 330-630-7280.

PROCEDURE FOR OBTAINING A TEMPORARY SIGN PERMIT

- Submit the completed application packet with payment (per the fee schedule) to the Planning & Zoning Department (checks made payable to City of Tallmadge).

PLEASE NOTE THAT THE FOLLOWING:

1. A list of prohibited signs is listed in Section 1108.03 of the Zoning Code.
2. Signs may not be placed in the right-of-way nor in any location without express approval from the property owner.
3. Temporary Signage may be displayed up to a maximum of fourteen (14) days, four (4) times per year, with the exception of small temporary signs, as regulated in Section 1108.08 (C) of the Zoning Code.



PLANNING & ZONING DEPARTMENT | 46 NORTH AVE, TALLMADGE, OH 44278 | P 330.633.0090 | F 330.633.1359 | ZONING@TALLMADGE-OHIO.ORG | WWW.TALLMADGE-OHIO.ORG

OFFICE USE ONLY			
RCT		FEE	
<input type="checkbox"/> PZ	<input type="checkbox"/> SVC	<input type="checkbox"/> STR	<input type="checkbox"/> UTIL <input type="checkbox"/> ENG <input type="checkbox"/> B/C

PLANNING & ZONING CERTIFICATE APPLICATION

BASIC APPLICATION REQUIREMENTS (See the appropriate application guide for any additional requirements)

- Completed & Signed Application Form
 Application Fee
 Plot Plan
 Building Plan
 Additional per Application Guide

APPLICATION TYPE (Check all that apply)

SITE DEVELOPMENT		DEVELOPMENT	USE PERMIT
<input type="checkbox"/> Residential Construction	<input type="checkbox"/> Site Plan Review	<input type="checkbox"/> Preliminary Plat/RePlat	<input type="checkbox"/> Use & Compliance
<input type="checkbox"/> Non-Residential Construction	<input type="checkbox"/> Signage	<input type="checkbox"/> Final Plat	<input type="checkbox"/> Conditional Use
<input type="checkbox"/> Demolition	<input type="checkbox"/> Engineering Review	<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Similar Use

PROJECT DETAILS

PROJECT: _____

PROJECT ADDRESS/LOCATION _____

EXISTING CONDITIONS	PROPOSED PROJECT DETAILS, WHERE APPLICABLE
---------------------	--

ACREAGE: _____ NO. OF LOTS _____ SQ.FT OF PROPOSED STRUCTURE: _____

ZONING DISTRICT: _____ PROPOSED ZONING DISTRICT: _____

EXISTING LAND USE: _____ PROPOSED LAND USE _____

CHECK ALL THAT APPLY AND PROVIDE DOCUMENTATION: _____ EST COST (TRACKING PURPOSE ONLY): _____

- EASEMENT
 FEMA FLOODPLAIN
 RIPARIAN
 WETLANDS

CONTACT INFORMATION

Applicant _____

Company _____

Address _____

Phone _____

Email _____

Architect/Engineer/Surveyor/Other: _____

Name _____

Company _____

Address _____

Phone _____

Email _____

Owner _____

Company _____

Address _____

Phone _____

Email _____

Architect/Engineer/Surveyor/Other: _____

Name _____

Company _____

Address _____

Phone _____

Email _____

SIGNATURES & ENDORSEMENTS

_____ I UNDERSTAND THAT I MUST CONTACT SUMMIT COUNTY DEPARTMENT OF BUILDING STANDARDS (330-630-7280) TO VERIFY BUILDING DEPARTMENT REQUIREMENTS FOR APPLIED PROJECTS.

_____ I UNDERSTAND THAT I MUST CONTACT THE CITY OF TALLMADGE ZONING DEPARTMENT WHEN THE PROJECT IS STAKED OUT FOR SETBACK COMPLIANCE. I AM RESPONSIBLE FOR DETERMINING PROPERTY LINES AND MAINTAINING THE APPROVED SETBACKS.

The undersigned hereby certifies that the information in and with this application is accurate, and consents to employees and/or agents of the City entering the premises for inspection verification of the information submitted.

Applicant’s Signature _____ Date _____ Owner’s Signature _____ Date _____

OFFICE USE ONLY	
REVIEWED BY: _____	DATE: _____
<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS NOTED <input type="checkbox"/> DENIED	

SIGN PERMIT APPLICATION

PROPERTY LOCATION: _____

ZONING DISTRICT: _____

As applicable: PZC Approval
 BZA Approval
 HC Approval
Date Granted: _____

SITE DETAIL

Building Frontage	ft	Tenant Unit Frontage	ft
Does customer entrance face the main street? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Corner lot? <input type="checkbox"/> Yes <input type="checkbox"/> No	Main Road Frontage	ft	2 nd Road Frontage
EXISTING SIGNAGE ON SITE			
SIGN TYPE	SIGN LOCATION		SIGN AREA (SF)

PROPOSED SIGNAGE

Sign Detail Drawings included

Site Plan included

SELECT ALL THAT APPLY	SIGN LENGTH	SIGN WIDTH	TOTAL SIGN AREA	SIGN HEIGHT	CLEARANCE	SETBACK FROM ROW	SETBACK FROM LOT LINE	EMC AREA (SF)	LIGHTING TYPE
<input type="checkbox"/> WALL									
<input type="checkbox"/> CANOPY/AWNING									
<input type="checkbox"/> PROJECTING									
<input type="checkbox"/> FREESTANDING									
<input type="checkbox"/> MONUMENT									
<input type="checkbox"/> MODIFICATION									
<input type="checkbox"/> LIMITED DURATION									

Limited Duration Sign: Date to be installed: _____

Date to be removed: _____

Must be renewed annually.

<input type="checkbox"/> TEMPORARY									
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Temporary Sign: Date to be installed: _____

Date to be removed: _____

Maximum display 14 days, 4 times per year

All signs must be placed in approved locations per Title 8 of the Zoning Code.