

# SIGN PERMIT APPLICATION

## CITY OF CORTLAND Trumbull County, Ohio

400 North High Street Cortland Ohio 44410 Phone 330.637.3916 Fax 330.637.4778 [www.cityofcortland.org](http://www.cityofcortland.org)

➤ **Property Data**

Date: \_\_\_\_\_

- Property Address: \_\_\_\_\_
- Owner(s): \_\_\_\_\_
- Owner Address: \_\_\_\_\_
- Business Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_
- Zoning District: (circle one) Commercial: C-1N O-D C-1 C-2 S-1 I-1

➤ **Builder Information**

- Company Name: \_\_\_\_\_ Contact : \_\_\_\_\_
- Address: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

➤ **Sign Data:** - See Cortland Codified Ordinances 1321.15 for location, number and size requirements for signs requiring permits. Only list signs requiring permit.

	Sign No.1	Sign No. 2	Sign No.3
Type: <sup>1</sup>			
Dimensions:			
Area:			
Height:			
Lighting Method: <sup>2</sup>			
Number:			
Valuation:			

1 - The types of permitted signs are Wall, Roof, Marquees, Pole Mounted, Ground Mounted and/or Temporary.

2 - Lighting methods include but are not limited to Internal/External and Direct/Indirect.

➤ **Required Information**

Each application for a sign permit shall be accompanied by a drawing showing the design proposed; materials; and color; size and character of letters, lines and symbols for the sign. A site plan should also be included showing the exact location of the sign in relation to the building and property. The sketch should be drawn to scale and contain the owner name, address, phone number, easements, building set-backs, right-of way line, and street name.

The City of Cortland Planning, Zoning and Building Commission approves all new signs in commercial and residential districts. Applications are due ten (10) days prior to the scheduled Commission meetings (2<sup>nd</sup> Monday of the month). **Incomplete applications will delay placing the item before the Commission.** Other details and specifications of the City's Sign Ordinance can be found in Chapter 1321 of the City Codified Ordinances.

<b>FOR OFFICE USE ONLY:</b>		
Permit Number:	Permit Fee:	Valuation:
Location:		
Approval :		Date: