

# Sign Application

## RAVENNA TOWNSHIP ZONING

6115 S. Spring Street  
Ravenna, Ohio 44266  
Phone: (330) 296-9616 Fax: (330) 297-9138  
[www.ravennatownship.com](http://www.ravennatownship.com)

### Township Use Only:

Parcel # \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Zoning District \_\_\_\_\_  
Certificate # \_\_\_\_\_  
Fee Paid \_\_\_\_\_

Property Address \_\_\_\_\_  
Property Owner \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
Applicant \_\_\_\_\_ Name of Business \_\_\_\_\_

### Contact information for Applicant, if different than Property Owner:

Mailing Address \_\_\_\_\_  
Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
Contractor \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Type and Size of Sign \_\_\_\_\_  
Date of Proposed Sign Installation \_\_\_\_\_

### This application for a Sign Certificate must include the following:

1. Site Plan of the property, indicating the location of each sign, prepared by the company supplying and/or installing the sign.
2. Information for each sign, selecting all applicable details in the boxes on this form Scale drawing of each sign.

**Sign 1:** Sign Face Area: \_\_\_\_\_ sq. ft. Sign height above grade \_\_\_\_\_ feet  
\_\_\_\_\_ Freestanding \_\_\_\_\_ Off-Premises \_\_\_\_\_ Non-illuminated  
\_\_\_\_\_ Monument \_\_\_\_\_ Billboard \_\_\_\_\_ Temporary  
\_\_\_\_\_ Building Illuminated \_\_\_\_\_ Other

**Sign 2:** Sign Face Area: \_\_\_\_\_ sq. ft. Sign height above grade \_\_\_\_\_ feet  
 \_\_\_\_\_ Freestanding \_\_\_\_\_ Off-Premises \_\_\_\_\_ Non-illuminated  
 \_\_\_\_\_ Monument \_\_\_\_\_ Billboard \_\_\_\_\_ Temporary  
 \_\_\_\_\_ Building Illuminated \_\_\_\_\_ Other

Any person seeking to install a sign shall apply for a sign Certificate. An application for a Sign Certificate shall be made through the Zoning Inspector, on a standard form which shall include the following information:

1. A scale drawing of the property showing the location of the sign and for a wall sign, a scale drawing of the building showing the dimensions of all walls on which a sign is to be placed, including the building and signs in relation to adjacent property.
2. A scale drawing of the sign showing the size, height, construction details, type of materials to be used and information to be included on the sign.
3. The name and address of the person, firm, association, or corporation responsible for the construction, erection, and maintenance of the sign.
4. The number of signs

\_\_\_\_\_  
 Applicant Signature Date

\_\_\_\_\_  
 Property Owner (if different) Date

\_\_\_\_\_  
 Zoning Inspector

\_\_\_\_\_  
 Date