



Zoning Department  
Michele Boni, Development and Zoning Director  
Jeff Beard, Senior Zoning Officer

# Sign Application for Zoning Permit Page 1 of 3



(Revised 5.13.21)

## Property Information

Site Address: \_\_\_\_\_

Parcel ID: _____	Zoning District: _____
Subdivision: _____	Lot #: _____
Name of Establishment: _____	

## Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email: \_\_\_\_\_

## Property Owner Information Same as applicant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Email: \_\_\_\_\_

## Sign Information

Setback from Right-of-Way: _____	# of Colors: _____
Height from Finish Grade To Top of The Sign: _____	Sign Area Per Face: _____
# of Faces: _____	Total Sign Area: _____
Sign Height: _____	Sign Width: _____
# of Font Styles: _____	Sign Materials: _____
# of Font Sizes: _____	Illuminated (Y/N): _____

Monument  Outdoor/Billboard  Temporary  Vehicular  Wall  Other:

## Applicant Signature

Applicant certifies that all information contained herein is true and accurate and is submitted to induce the issuance of the zoning permit. Applicant agrees to be bound by all provisions of the zoning resolution of Orange Township, Delaware County, Ohio.

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

Print

\_\_\_\_\_

Signature

**\* Attach such plats and plans as required by the Zoning Department and/or the provision of Orange Township Zoning Resolution (see submittal checklist).**

## Staff Use Only

\_\_\_\_\_

\_\_\_\_\_

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

Fee Paid: \_\_\_\_\_

Check # \_\_\_\_\_

Received By: \_\_\_\_\_

## Submittal Checklist

- Completed Application Form
- Fee Payment
- Site Plan (**see page 3**)
- Sign Details (**see page 3**)

## Submittal Options

Drop Off: 1680 E. Orange Road  
Lewis Center, OH 43035

Mail In: 1680 E. Orange Road  
Lewis Center, OH 43035

Online: <https://talktomycity.com/search/OrangeTWP>

Township Zoning Inspector will confirm sign height and location upon completion of the project to ensure signage standards are met.



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# Sign Application for Zoning Permit Page 2 of 3



## Staff Use Only - Zoning Permit Checklist

Development Standards		
Zoning District:		
Zoning Case #:		
Sign Type:	<input type="checkbox"/> Monument <input type="checkbox"/> Outdoor <input type="checkbox"/> Temporary <input type="checkbox"/> Vehicular <input type="checkbox"/> Wall <input type="checkbox"/> Other:	
Variance or Conditional Use Required:	<input type="checkbox"/> Yes, Case #:	<input type="checkbox"/> No
	Permitted	Proposed
Sign Setback:	ft	ft
# of Faces:		
Sign Area Per Face:	sqft	sqft
Total Sign Area :	sqft	sqft
Height from Finish Grade:	ft	ft
Sign Height:	ft	ft
Sign Width:	ft	ft
Sign Projection from Wall	in	in
# of Colors:		
Illuminated (y/n):		
Sign Lettering:		
Sign Materials:		

Staff Use Only
Date Filed:
Reviewed by:
Date of Review:
Received By:

Comments

Township Zoning Inspector will confirm sign height and location upon completion of the project to ensure signage standards are met.

Staff Action
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions <input type="checkbox"/> Denied

Staff \_\_\_\_\_ Date \_\_\_\_\_

Conditions for Approval

\*As provided for under Section 25.04 of the Orange Township Zoning Resolution- CONDITIONS OF PERMIT: No zoning permit shall be effective for more than (1) year unless the use specified in the permit is implemented in accordance with the approved plans within said period of timetable attached to said plans. Furthermore, as stated under Section 22.09(c) of the Orange Township Zoning Resolution, this zoning permit shall be valid so long as the owner complies with the terms and conditions of this Zoning Resolution or any amendment thereto.  
 \*The applicant is responsible for obtaining any/all applicable permits from all Local, State and Federal Agencies, including but not limited to the Orange Township Fire Department, Delaware County Building Department, Delaware County Engineer's Office, Delaware County Soil and Water Conservation District, Delaware County General Health District and Ohio EPA, prior to any earth disturbing activities.  
 \*All signs shall be maintained at all times in strict accordance with Section 22 of the Orange Township Zoning Resolution.



## Site Plan and Sign Detail Requirements for Sign Permit Applications

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### Site Plan Requirements

- The site plan must be prepared to scale and provide all required information as required under Section 22 & 25.03 of the Orange Township Zoning Resolution.
  - \* *Site plans which are incomplete and/or not drawn to scale will not be accepted.*
- North arrow and appropriate scale (i.e. 1 inch = 30 feet)
- Setback distance of sign from property line and/or street right-of-way boundary
- The exact location of the proposed sign on the property/building
- All easements and above/below ground utilities, when applicable
- Regulatory floodplain (Floodway and Floodway Fringe) and riparian setback boundaries, when applicable
- Any other information with regard to the lot or neighboring lots which may be necessary to determine and provide for the enforcement of the Orange Township Zoning Resolution
- Two (2) copies - minimum size of 8.5"x11" paper, maximum size of 11"x17" paper *\*Larger size copies are acceptable in addition to the min./max. sizes required*

### Sign Detail Requirements

- The sign details must be prepared to scale and provide all required information as required under Section 22 & 25.03 of the Orange Township Zoning Resolution.
  - \* *Sign details which are incomplete and/or not drawn to scale will not be accepted.*
- Sign diagram and schematics, including dimensions, cross-sections and mounting
- Building elevations and/or architectural renderings indicating location of sign
  - \* Street frontage to calculate aggregate sign area
- Color renderings
- Sign key when applicable (i.e multiple signs)
- One (1) physical copy (max. size 11x17) and/or digital copy. All materials must be provided to scale.

Township Zoning Inspector will confirm height and location upon completion of the project to ensure signage standards are met.