

**APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE
PERMANENT OR TEMPORARY COMMERCIAL SIGNAGE**

Village of Greenhills
11000 Winton Road
Greenhills, OH 45218
(513) 825-2100



Application No. _____

Permit No. _____

In addition to this form, for an application to be considered complete, the applicant must submit 2 sets of plans including a site plan showing the location of the sign with relationship to the right-of-way and building, detail on how the sign will be mounted and a colored rendering including message. Applications should be submitted at 11000 Winton Road.

Address for Proposed Sign: _____

Owner Name: _____

Address: _____ Zip Code: _____ Phone: _____

Contractor Name: _____ Contact Person: _____

Contractor Address: _____ Zip Code: _____ Phone: _____

This sign will be used for: Office Retail Other Single Occupant Bldg Multi Tenant Bldg

Type of Sign: Wall Ground Other: _____ (Please Circle One): Permanent or Temporary

Dimensions of Proposed Sign: _____ x _____ Cost: _____

Sides: (Please Check One) 1 sided 2 sided

Total Square Footage of sign: _____ s.f. Height from grade: _____ feet

Dimensions of Existing Signs for this Business: Length _____ Height _____ Total S.F. _____

Building or Tenant Space Frontage: _____ Linear Feet

Illumination (Please Check One): Externally Illuminated Internally Illuminated No Illumination

NOTE: If sign is to be illuminated, an electrical permit will be required.

Colors (Please Specify):

Background: _____ Border(s): _____

Letters, Numbers etc.: _____ Other: _____

Message on Sign: _____

By signing this application, I acknowledge that I am authorized by the owner to make this application. I have received a written summary of the Village of Greenhills sign regulations. I agree to conform to all applicable laws of the Village.

Applicants Signature: _____ Date: _____

To be filled out by Village of Greenhills Only

Permit Fee: \$ _____ Approved Not Approved

Planning Commission Action: _____

Staff Comments: _____

Signature: _____ Date: _____

QUICK SUMMARY OF SIGN REQUIREMENTS IN GREENHILLS

TEMPORARY SIGNS

Temporary signs may only be erected after approval by the Village and for a limited period of time. To obtain approval, complete this Zoning Compliance application and provide a sketch of the proposed temporary signage. Identify the length of time the temporary signage is needed, not to exceed 30 days.

WINDOW AND DOOR SIGNS

A business may put up a sign not more than 2 feet in height, on or over a show window or door of a store or business establishment, announcing without display or elaboration, only the name of the proprietor and the nature of the business.

WALL SIGNS

Every commercial, business, industrial or institutional use located in a Non-Residential Zoning District may erect and maintain upon the structure of the building or portion of a building in which such use is maintained, either illuminated or non-illuminated signs. Only signs that identify or advertise the use located within the business' space are permitted.

All wall signs must be 3-D channel letters and, if illuminated, be backlit or internally illuminated.

Wall signs may be attached to the exterior walls or other vertical surfaces of such buildings but may not extend beyond the parapet of such building provided further that the face of such signs shall be parallel to the face of the building. All bracing and support structures for signs visible from a street or residence shall be decorative or covered.

The total wall sign area on each building shall not exceed ten (10) percent of the building face. No portion of a sign can project more than fourteen (14) inches beyond the face of the building, nor extend beyond the end of the building face.

Roof mounted signs are strictly prohibited.

ALTERNATIVE SIGNS AND SIGN STANDARDS

There may be times when individual sites and/or businesses may present unique characteristics that could best be developed through the application of an alternative sign which departs from the channel letter requirement. In such cases, the Municipal Manager can choose to send an alternative sign design to the Planning Commission for approval. If a business is interested in an alternative sign, please contact the Greenhills Municipal Manager's office at 513-825-2100 to discuss your ideas for the sign and the approval process.

TRANSPARENCY REQUIRED

Window and door signs should be kept to a minimum. The Greenhills Zoning Code requires there be a minimum of 50% transparency (transparent window and doors) for all facades.

For a complete copy of the Greenhills sign ordinance visit www.GreenhillsOhio.org to review

Chapter 1149: Sign Regulations.