

**APPLICATION FOR A SIGN PERMIT**

**Bratenahl Village Building Department  
411 Bratenahl Road Bratenahl, Ohio 44108  
Phone 216-681-3706 Fax 216-681-3079**

DATE \_\_\_\_\_ PERMIT NUMBER \_\_\_\_\_

ARCHITECTURAL REVIEW BOARD FEE (\$25.00) \$ \_\_\_\_\_ PAID DATE \_\_\_\_\_

SIGN PERMIT FEE (\$50 per month) \$ \_\_\_\_\_ PAID DATE \_\_\_\_\_

*Permits shall be for a period not exceeding one year. Permits must be reapplied for by 12-31 each year.*

PROPOSED LOCATION OF SIGN: \_\_\_\_\_

OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

OCCUPANT \_\_\_\_\_ PHONE \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_

OVERALL HEIGHT OF SIGN 8ft max \_\_\_\_\_

SIGN FACE ONLY DIMENSIONS: VERTICAL \_\_\_\_\_ HORIZONTAL \_\_\_\_\_

SQUARE FEET (EACH FACE): \_\_\_\_\_ TOTAL SQ.FT.: \_\_\_\_\_

PROPOSED SIGN (SQ.FT.) GROUND: \_\_\_\_\_

FRONT SET BACK FROM RIGHT OF WAY (15ft minimum 100ft from nearest residence): \_\_\_\_\_

SIDE SET BACK FROM PROPERTY LINE: \_\_\_\_\_

SIGN MATERIALS: \_\_\_\_\_

COLORS BACKGROUND \_\_\_\_\_ LETTERS \_\_\_\_\_ LOGO \_\_\_\_\_

ESTIMATED COST OF CONSTRUCTION: \$ \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

**PLAN REQUIREMENTS**

SUBMIT DESCRIPTION AND PICTURES OF EXISTING PROPERTY. FOUR SETS OF PLANS FOR PROPOSED SIGN INCLUDING CONSTRUCTION DETAILS DRAWN AT SCALE OF 1/4" = 1' WITH ONE COLORED RENDERING

**GENERAL NOTES**

THE BOARD MEETS EVERY SECOND TUESDAY OF EACH MONTH AT CITY HALL IN COUNCIL CHAMBERS 411 BRATENAHL ROAD. DRAWINGS TO BE SUBMITTED TWO WEEKS IN PRIOR TO THE MEETING DATE. CONTRACTOR AND/OR PROPERTY OWNER TO BE PRESENT.

Double faced ground signs maximum size is 30 sq.ft. in single face.

\*\*\*\*\*OFFICE USE\*\*\*\*\*

BRATENAHL VILLAGE ARCHITECTURAL BOARD DATE \_\_\_\_\_

\_\_\_\_ APPROVED                      \_\_\_\_ APPROVED AS NOTED                      \_\_\_\_ NOT APPROVED