



SIGN ZONING APPLICATION

In order to apply for a Sign Zoning Permit, submit the following:

1. Completed Sign Permit Application – [Link to Sign Permit Application form](#)

OR

- 1a. Apply through the Application web portal – [Link to web portal](#)
 - Must include Property Owner Addendum if applying through web portal
 - [Link to Property Owner Addendum](#)
2. Site Plan
 - Must be signed by the property owner or managing association
 - Must be to-scale
 - Must indicate setback distances from property lines
3. Graphic Drawing
 - Must be signed by the property owner or managing association
 - Must note sign height and dimensions
 - Must note all colors
 - Must note method of illumination
4. Landscape Plans
 - Only required if monument style sign
5. Application Fee
 - \$150 for existing sign face change
 - \$225 for Temporary/18 months
 - \$300 for Permanent

Setbacks and requirements vary depending on the Zoning District and/or Development Plan. Please contact the Zoning Office at (740) 938-2010 for details.