



APPLICATION FOR ZONING APPROVAL FOR PORTABLE SIGNS

City of Steubenville
Planning and Zoning Commission
308 Market Street, Room 205
Steubenville OH 43952
(740) 283-6000 extension 1700

Name of Property Owner: _____

Address of Owner: _____

Telephone No. of Primary Owner Contact: _____

Name of Lessee (if applicable): _____

Address of Lessee: _____

Telephone No. of Primary Lessee Contact: _____

Address of Property: _____

Zoning District: _____

Current Use: _____

Description of portable signs including number, type, height, dimension and location: _____

Applicants please note the following:

1. Portable signs cannot exceed 32 square feet per sign face.
2. Portable signs may be lighted, but cannot flash, be animated or intermittently light.
3. Electrical service to portable signs must comply with the National Electrical Code.
4. No sign can be placed in any intersection so that it may obstruct free and clear vision, or interfere with and obstruct or simulate any street or traffic sign, traffic signal or traffic control device.
5. A \$25.00 Portable Sign Permit fee must be paid per year for each portable sign.

Application must be accompanied by a plot plan showing location of sign on property and existing and proposed driveway, access drives, sidewalks, parking lots, parking spaces, access aisles loading and unloading areas.

Application must be accompanied by the following fee:

___ Portable signs – Annual Fee of twenty five dollars (\$25.00) for each sign.

All applicants please note: All plot plans will be field verified before approval. If the Zoning Administrator cannot determine the accurate location of property lines when field checked, a property survey and the placement of markers by a surveyor will be required.

I/we certify that the above/accompanying information is true and correct under penalty of law.

Signature of Property Owner or Lessee (Applicant):

Name Date

Name Date

This Section for Planning and Zoning Commission staff use only:

Application No. _____

Application submitted is properly completed _____ yes _____ no

Application is signed by property owner or lessee _____ yes _____ no

Application is accompanied by plot plan _____ yes _____ no

Plot plan includes all necessary information _____ yes _____ no

Appropriate fee has been paid _____ yes _____ no

Plot plan indicates signage is in compliance with zoning code _____ yes _____ no

Zoning compliance plot plan review completed by _____ on _____, 20____

Portable Signage Permit issued for _____ signs on _____, 20____

Permit transmitted to Applicant on _____, 20____ by the following _____ hand delivery _____ mail _____ fax _____ e-mail

Portable Sign Permit not issued for the following reason(s): _____

Correspondence denying sign permit transmitted to Applicant on _____, 20____ by certified mail.