

<b>OFFICE USE ONLY</b>		<input type="checkbox"/> PAID
Date Received:	Permit #:	
Staff Initials:	Penalty Fee: <input type="checkbox"/> YES <input type="checkbox"/> NO	

## SIGN/BILLBOARD APPLICATION

PROPERTY INFORMATION	
Street Address or Parcel Number:	
Description of project: <i>(Business name on the sign)</i>	
Was there a variance obtained for this project? <input type="checkbox"/> Yes Case #: _____ <input type="checkbox"/> No	

APPLICANT INFORMATION	
Applicant's Name <i>(May be property owner, sign company, etc.):</i>	
Applicant's Address:	
Phone(s): _____	Email: _____
Business Owner's Name <i>(If different from applicant):</i>	
Business Owner's Address:	
Phone(s): _____	Email: _____

SIGN REQUIREMENTS	
Corner Lot: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Front setback: _____ <i>(Monument/pole sign minimum of 2 Ft. from property line if 16 FT. or less.)</i>	
Side setback: _____ <i>(Minimum of 2 Ft.)</i>	
<b>Sign #1:</b> __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____ Length( <i>inches</i> ): _____ Width( <i>inches</i> ): _____ Height( <i>inches</i> ): _____	<input type="checkbox"/> Digital <input type="checkbox"/> Non-Digital <input type="checkbox"/> Double Sided
<b>Sign #2:</b> __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____ Length( <i>inches</i> ): _____ Width( <i>inches</i> ): _____ Height( <i>inches</i> ): _____	<input type="checkbox"/> Digital <input type="checkbox"/> Non-Digital <input type="checkbox"/> Double Sided
<b>Sign #3:</b> __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____ Length( <i>inches</i> ): _____ Width( <i>inches</i> ): _____ Height( <i>inches</i> ): _____	<input type="checkbox"/> Digital <input type="checkbox"/> Non-Digital <input type="checkbox"/> Double Sided
<b>Sign #4:</b> __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____ Length( <i>inches</i> ): _____ Width( <i>inches</i> ): _____ Height( <i>inches</i> ): _____	<input type="checkbox"/> Digital <input type="checkbox"/> Non-Digital <input type="checkbox"/> Double Sided
<b>Sign #5:</b> __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____ Length( <i>inches</i> ): _____ Width( <i>inches</i> ): _____ Height( <i>inches</i> ): _____	<input type="checkbox"/> Digital <input type="checkbox"/> Non-Digital <input type="checkbox"/> Double Sided
<b>Sign #6:</b> __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____ Length( <i>inches</i> ): _____ Width( <i>inches</i> ): _____ Height( <i>inches</i> ): _____	<input type="checkbox"/> Digital <input type="checkbox"/> Non-Digital <input type="checkbox"/> Double Sided
<b>Sign #7:</b> __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____ Length( <i>inches</i> ): _____ Width( <i>inches</i> ): _____ Height( <i>inches</i> ): _____	<input type="checkbox"/> Digital <input type="checkbox"/> Non-Digital <input type="checkbox"/> Double Sided
<b>Sign #8:</b> __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____ Length( <i>inches</i> ): _____ Width( <i>inches</i> ): _____ Height( <i>inches</i> ): _____	<input type="checkbox"/> Digital <input type="checkbox"/> Non-Digital <input type="checkbox"/> Double Sided
<b>Sign #9:</b> __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____ Length( <i>inches</i> ): _____ Width( <i>inches</i> ): _____ Height( <i>inches</i> ): _____	<input type="checkbox"/> Digital <input type="checkbox"/> Non-Digital <input type="checkbox"/> Double Sided
<b>Sign #10:</b> __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____ Length( <i>inches</i> ): _____ Width( <i>inches</i> ): _____ Height( <i>inches</i> ): _____	<input type="checkbox"/> Digital <input type="checkbox"/> Non-Digital <input type="checkbox"/> Double Sided

Application continues on reverse side of page: →

<b>Sign #11:</b> __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____ Length( <i>inches</i> ):      Width( <i>inches</i> ):      Height( <i>inches</i> ):	<input type="checkbox"/> Digital <input type="checkbox"/> Non-Digital <input type="checkbox"/> Double Sided
<b>Sign #12:</b> __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____ Length( <i>inches</i> ):      Width( <i>inches</i> ):      Height( <i>inches</i> ):	<input type="checkbox"/> Digital <input type="checkbox"/> Non-Digital <input type="checkbox"/> Double Sided
<b>Sign #13:</b> __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____ Length( <i>inches</i> ):      Width( <i>inches</i> ):      Height( <i>inches</i> ):	<input type="checkbox"/> Digital <input type="checkbox"/> Non-Digital <input type="checkbox"/> Double Sided:
<b>Sign #14:</b> __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____ Length( <i>inches</i> ):      Width( <i>inches</i> ):      Height( <i>inches</i> ):	<input type="checkbox"/> Digital <input type="checkbox"/> Non-Digital <input type="checkbox"/> Double Sided
<b>Sign #15:</b> __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____ Length( <i>inches</i> ):      Width( <i>inches</i> ):      Height( <i>inches</i> ):	<input type="checkbox"/> Digital <input type="checkbox"/> Non-Digital <input type="checkbox"/> Double Sided
Formula for Fees:  $\frac{\text{Sign Height}}{\text{Sign Width}} \times \text{Total Sq. Ft.} = \text{Total Sq. Ft.} \times \left[ \begin{array}{l} \text{Non-Digital} = \$ \text{_____} \quad \input type="checkbox" \text{ Double Sided} \text{_____} \times 2 = \$ \text{_____} \\ (\$1.00 \text{ Sq. Ft.}) \qquad \qquad \qquad \text{Non-Dig. Total } \$ \\ \text{Digital} = \$ \text{_____} \quad \input type="checkbox" \text{ Double Sided} \text{_____} \times 2 = \$ \text{_____} \\ (\$2.00 \text{ Sq. Ft.}) \qquad \qquad \qquad \text{Digital Total } \$ \end{array} \right.$	
<b>Fees will be rounded up to the next dollar.</b>	
<b>Total of all signs:</b>	
<b>Requires a drawing of the sign and site plan.</b>	

The undersigned hereby certifies that the information in and with this application is true and accurate, and consents to agents of the township entering the premises for inspection and verification of information submitted, as applicable; and if a permit is issued, to verify conformance to requirements and conditions of issuance.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

**FORMS OF PAYMENT ACCEPTED:**

- Exact cash
- Check (*Make payable to Boardman Township*)
- Credit (*Visa, MasterCard, or Discover*)  
*(Note: If you pay via credit or debit card, your statement will include a separate 2.95% or \$2.50 minimum service fee with this transaction. This fee is assessed by the credit card processor, not the Township)*

**PLEASE MAIL COMPLETED APPLICATIONS TO:**

Boardman Township Zoning Department  
8299 Market Street  
Boardman, Ohio 44512

**OR EMAIL:**  
Julie Pitzer at [Jpitzer@Boardmantwp.com](mailto:Jpitzer@Boardmantwp.com)

REVISED: 8/5/2019