

OFFICE USE ONLY		<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>			
Sign #1: __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____	<input type="checkbox"/> Digital	<input type="checkbox"/> Non-Digital	
Length(<i>inches</i>): _____ Width(<i>inches</i>): _____ Height(<i>inches</i>): _____			
Sign #2: __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____	<input type="checkbox"/> Digital	<input type="checkbox"/> Non-Digital	
Length(<i>inches</i>): _____ Width(<i>inches</i>): _____ Height(<i>inches</i>): _____			
Sign #3: __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____	<input type="checkbox"/> Digital	<input type="checkbox"/> Non-Digital	
Length(<i>inches</i>): _____ Width(<i>inches</i>): _____ Height(<i>inches</i>): _____			
Sign #4: __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____	<input type="checkbox"/> Digital	<input type="checkbox"/> Non-Digital	
Length(<i>inches</i>): _____ Width(<i>inches</i>): _____ Height(<i>inches</i>): _____			
Sign #5: __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____	<input type="checkbox"/> Digital	<input type="checkbox"/> Non-Digital	
Length(<i>inches</i>): _____ Width(<i>inches</i>): _____ Height(<i>inches</i>): _____			
Sign #6: __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____	<input type="checkbox"/> Digital	<input type="checkbox"/> Non-Digital	
Length(<i>inches</i>): _____ Width(<i>inches</i>): _____ Height(<i>inches</i>): _____			
Sign #7: __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____	<input type="checkbox"/> Digital	<input type="checkbox"/> Non-Digital	
Length(<i>inches</i>): _____ Width(<i>inches</i>): _____ Height(<i>inches</i>): _____			
Sign #8: __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____	<input type="checkbox"/> Digital	<input type="checkbox"/> Non-Digital	
Length(<i>inches</i>): _____ Width(<i>inches</i>): _____ Height(<i>inches</i>): _____			
Sign #9: __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____	<input type="checkbox"/> Digital	<input type="checkbox"/> Non-Digital	
Length(<i>inches</i>): _____ Width(<i>inches</i>): _____ Height(<i>inches</i>): _____			
Sign #10: __ Wall sign __ Pole/monument sign __ Billboard __ Other: _____	<input type="checkbox"/> Digital	<input type="checkbox"/> Non-Digital	
Length(<i>inches</i>): _____ Width(<i>inches</i>): _____ Height(<i>inches</i>): _____			

Application continues on reverse side of page: →

Sign #11: __ 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						
Sign #12: __ 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						
Sign #13: __ 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						
Sign #14: __ 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						
Sign #15: __ 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						
Formula for Fees:								
$\frac{\text{Sign Height}}{\text{Sign Width}} \times \text{Total Sq. Ft.} = \text{Total Sq. Ft.}$	<table style="width:100%; border:none;"> <tr> <td style="width:50%;">Non-Digital = \$ _____ (\$1.00 Sq. Ft.)</td> <td style="width:10%; text-align:center;"><input type="checkbox"/> Double Sided</td> <td style="width:40%;">_____ X 2=\$ _____ Non-Dig. Total \$</td> </tr> <tr> <td>Digital = \$ _____ (\$2.00 Sq. Ft.)</td> <td style="text-align:center;"><input type="checkbox"/> Double Sided</td> <td>_____ X 2=\$ _____ Digital Total \$</td> </tr> </table>		Non-Digital = \$ _____ (\$1.00 Sq. Ft.)	<input type="checkbox"/> Double Sided	_____ X 2=\$ _____ Non-Dig. Total \$	Digital = \$ _____ (\$2.00 Sq. Ft.)	<input type="checkbox"/> Double Sided	_____ X 2=\$ _____ Digital Total \$
Non-Digital = \$ _____ (\$1.00 Sq. Ft.)	<input type="checkbox"/> Double Sided	_____ X 2=\$ _____ Non-Dig. Total \$						
Digital = \$ _____ (\$2.00 Sq. Ft.)	<input type="checkbox"/> Double Sided	_____ X 2=\$ _____ Digital Total \$						
Fees will be rounded up to the next dollar.								
Total of all signs:								
Requires a drawing of the sign and site plan.								

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

REVISED: 8/5/2019