



SIGN PERMIT

Permanent Sign Application

132 North Elmwood Avenue
330-722-9038
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permits@medinaoh.org

Permit Number _____

GENERAL	Date of Application _____ Property Location _____ Description of Project _____ _____
CONTACT INFORMATION	Contractor/Applicant <small>*Needed if Not Property/Business Owner</small> Contractor Erecting Sign _____ Registration #* _____ Address _____ City _____ State _____ Zip _____ Phone _____ Email _____ Property Owner Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ Email _____
SIGN INFORMATION	Property Use Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential <input type="checkbox"/> Ground Sign Size of Sign: Vertical _____ (x) Horizontal _____ (=) _____ Square Feet Height _____ Feet Setback from Right-of-Way _____ Feet Wall Sign(s) Size of Sign: Vertical _____ (x) Horizontal _____ (=) _____ Square Feet Building Frontage or Tenant Space Width _____ Feet Window Sign(s) Size of Sign: Vertical _____ (x) Horizontal _____ (=) _____ Square Feet Total Window Area _____ Square Feet
SIGNATURE & SUBMITTAL	<ul style="list-style-type: none"> All applications for a Sign Permit shall be accompanied by scaled drawings showing the proposed sign's dimensions (height, width, and depth) and the location of the sign on a scaled plan. If an electrical circuit is being installed for this sign, an electrical permit will be required. Please contact the building department at (330) 722-9030 for more information. <p style="text-align: center;"><i>The undersigned hereby applies to the City of Medina, Ohio for a Sign Permit for a sign(s) to be installed in compliance with the regulations contained in the Sign Code as represented herein, all of which the undersigned affirms to be true and accurate.</i></p> Signature _____ Date _____
OFFICIAL USE	Zoning District _____ Fee (Regular - \$25 per Sign, Conditional - \$50) \$ _____ <div style="text-align: right;">Check when Fee Paid <input type="checkbox"/></div> <p>Upon the basis of the above application and drawings, and conditions outlined on the reverse side of this form, the proposed sign is found to be in accordance with the City of Medina Sign Code and is hereby approved.</p> Signature _____ Date _____ <div style="text-align: center;"><small>Zoning Official</small></div>

General Permanent Sign Regulations

The following information is being provided as a courtesy and does NOT include all sign regulations.

For all sign regulations see Chapter 1147 of the City of Medina Codified Ordinances.

Commercial and Industrial Districts (C-S, C-1, C-2, C-3, and I-1)

Wall Sign(s) – Each unit is permitted 1 sign on the primary building frontage with an area of up to 1 sq. ft. per 1 ft. of primary building frontage width (max 300 sq. ft.). If a building has secondary building frontage, 1 sign is permitted on the secondary building frontage with an area of up to 1 sq. ft. per 4 ft. of secondary building frontage width (max 75 sq. ft.).

Window Signs – Each unit is permitted window signs on the primary building frontage with an area of up to 1 sq. ft. per 1 ft. of primary building frontage width. If a building has a secondary building frontage, window signs on the secondary building frontage are permitted with an area of up to 1 sq. ft. per 1 ft. of building façade width. Permanent window signs shall cover not more than 25% of the total window area.

Ground Sign – 1 ground sign is permitted per nonresidential building up to 40 sq. ft. in area and 6 ft. in height. In the C-3 district, shopping center signs are permitted per Section 1147.14(c).

Multi-Use District (M-U)

Either Wall Sign(s), a Ground Sign, or Window Signs, as follows (Select only 1):

1. Wall Sign(s) – Each unit is permitted 1 sign on the primary building frontage with an area of up to 1 sq. ft. per 1 ft. of primary building frontage width (max 12 sq. ft.). If a building has secondary building frontage, 1 sign is permitted on the secondary building frontage with an area of up to 1 sq. ft. per 4 ft. of secondary building frontage width (max 3 sq. ft.);
2. Ground Sign – 1 ground sign is permitted per nonresidential building at up to 12 sq. ft. in area and 6 ft. in height; OR
3. Window Signs – Each unit is permitted window signs on the primary building frontage with an area of up to 6 sq. ft.

Residential, Open Space, and Public Facilities Districts (R, O-C, and P-F)

Wall Sign(s) – In O-C and P-F Districts, each building is permitted 1 sign on the primary building frontage with an area of up to 1 sq. ft. per 1 ft. of primary building frontage width (max 100 sq. ft.). If a building has a secondary frontage, 1 sign is permitted on the secondary building frontage with an area of up to 1 sq. ft. per 4 ft. of secondary building frontage width (max 25 sq. ft.).

Ground Sign – For residential developments, 1 ground sign is permitted at each development entrance up to 20 sq. ft. in area and 6 ft. in height. For each nonresidential building, 1 ground sign is permitted up to 40 sq. ft. in area and 6 ft. in height.

Historic District – Supersedes Underlying District and Requires Historic Preservation Board Review (Separate Application)

Either Wall Sign(s) or a Ground Sign, as follows (Select only 1):

1. Wall Sign(s) – Each unit is permitted 1 sign on the primary building frontage with an area of 1 sq. ft. per 1 ft. of primary building frontage width (max 100 sq. ft.). If a building has secondary building frontage, 1 sign on the secondary building frontage is permitted with an area of 1 sq. ft. per 4 ft. of secondary building frontage width (max 25 sq. ft.); OR
2. Ground Sign – 1 ground sign is permitted per nonresidential building at up to 12 sq. ft. in area and 6 ft. in height.

Window Signs – Each unit is permitted window signs on the primary building frontage with an area of 1 sq. ft. per 1 ft. of primary building frontage width. If a building has a secondary building frontage, window signs on the secondary building frontage are permitted with an area of up to 1 sq. ft. per 1 ft. of secondary building frontage width. Permanent window signage shall cover not more than 25% of the total window area.

Projecting Sign – Each unit with a minimum building width of 12 ft. is permitted a projecting sign with an area up to 4 sq. ft. The sign must be between 8 ft. and 14 ft. above grade.

All Districts

Ground signs must be 5 ft. from the right-of-way and 10 ft. from side or rear property lines. Single pole signs are prohibited. Changeable copy is permitted on ground signs up to 50% of the sign area.

A building has secondary building frontage when the lot fronts on two streets, or the building has a public entrance on a wall other than the wall that faces the street.

Each nonresidential unit or multi-family building may have one small sign plate at the public entrance and each single-family or two-family residence may have one small sign plate per dwelling.

Electronic Message Center (EMC) signs are prohibited in the M-U, Historic, and TC-OV Districts. EMC signs require a separate Conditional Sign Permit application to the Planning Commission in all other locations and are regulated in Section 1147.07(j).

Internal illumination is prohibited for awning signs and for all signs in the M-U and Historic Districts.