



Department of Development  
 Planning & Zoning Division  
 6996 Taywood Road  
 Englewood, OH 45322  
 (937) 836-3500

ZC #: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_  
 ZC Fee: \_\_\_\_\_  
 Payment Type: \_\_\_\_\_  
 BZA Case #: \_\_\_\_\_  
 Approval Type: \_\_\_\_\_

## Zoning Certificate Application - Signs

<b>Section 1: Property Information</b>	
Property Address:	Parcel ID#(s) / Zoning District:
<b>Section 2: Property Owner of Record</b>	
Property Owner Name(s):	
Contact Phone Number:	Contact Email:
<b>Section 3: Business/Tenant Information (If Applicable)</b>	
Business Name:	Contact Name:
Contact Phone Number:	Contact Email:
<b>Section 4: Applicant Information</b>	
Applicant Name:	Applicant Address:
Applicant Phone Number:	Applicant Email:
<input type="checkbox"/> Property Owner <input type="checkbox"/> Business Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Architect/Engineer	
<b>Section 5: Sign Type</b>	
Permanent Signs (\$50/sign) and Portable Signs (\$50 + \$50 Bond (separate check)); all fees payable to "City of Clayton"	
Check if Applicable:	
<input type="checkbox"/> Wall Sign	<input type="checkbox"/> Monument Sign
<input type="checkbox"/> Window Sign	<input type="checkbox"/> Projecting Sign
<input type="checkbox"/> Canopy Sign (Gas Station)	<input type="checkbox"/> Portable Sign
<i>Start Date:</i> _____ <i>End Date:</i> _____	
<b>Section 6: Additional Sign Information</b>	
Sign Dimensions / Area:	Sign Height (mounted or overall):
Proposed Sign Materials (i.e., panel, face, & base)	Proposed Illumination Type:

\*I hereby acknowledge that by signing this application, I am the property owner, or their duly authorized representative and this application is submitted with the property owner(s)' full consent and knowledge of the project. I swear the above information, to the best of my knowledge and understanding, is true and correct. As the property owner or their duly authorized representative, I acknowledge responsibility for paying all fees and obtaining all other permits or approvals associated with this project. As the property owner or their duly authorized representative, I hereby authorize City officials the right to come onto the property for the purpose of evaluating the property in conjunction with this application and inspecting the project once completed.

\_\_\_\_\_

Applicant's Signature\*

\_\_\_\_\_

Date



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**Section 1141.06**  
**ZONING CERTIFICATES**

Until a Zoning Certificate has been obtained from the Zoning Administrator: (1) The construction, building, moving, remodeling or reconstruction of any building or structure shall not be commenced; (2) The improvement of land preliminary to any use of such land shall not be commenced; and (3) The use of land, buildings or structures for temporary and accessory uses shall not be commenced.

Zoning Certificates shall be issued, or refusal thereof provided to the applicant, within **twenty (20) business days** after the date of application.

A Zoning Certificate shall become null and void **twelve (12) months** after the date on which it is issued unless within such twelve (12) month period construction, building, moving, remodeling, or reconstruction of a building or structure is commenced, or a use is commenced. The Zoning Administrator may grant an extension for good cause shown.

<b>ZONING CERTIFICATE SUBMITTAL CHECKLIST</b>	
This application shall be accompanied by <b>three (3) copies</b> and .pdf of plans drawn to scale showing:	
Site plan showing the location of the proposed signs (i.e., monument, portable sign, and general location of building/canopy mounted or window signs on the building/canopy footprint) <b><u>NOTES:</u></b>	<input type="checkbox"/>
Sign construction / installation plans showing the details of the sign construction and installation, including elevations or a picture showing the proposed sign on the building or an elevation of the proposed monument sign <b><u>NOTES:</u></b>	<input type="checkbox"/>
For monument signs that propose digital reader boards provide the percent of the sign area dedicated to the digital display, the dimensions of the digital display, and compliance with the specific requirements of Section 1121.05 (F) <b><u>NOTES:</u></b>	<input type="checkbox"/>