



# SIGN PERMIT

## Temporary Sign Application

132 North Elmwood Avenue  
330-722-9038  
www.medinaoh.org

Permit Number \_\_\_\_\_

GENERAL	Date of Application _____ Property Location _____ Description of Project _____ _____
CONTACT	<b>Applicant</b> Name _____ Address _____ City _____ State _____ Zip _____ Phone _____ Email _____
SIGN INFO.	Type: Freestanding/Ground <input type="checkbox"/> Wall <input type="checkbox"/> Window <input type="checkbox"/> Sidewalk Sign in the Historic District <input type="checkbox"/> Size of Sign: Vertical _____ (x) Horizontal _____ (=) _____ Square Feet Duration of Display* _____ (*15 Consecutive Days Max, 60 Days Max in One Year) Height (Freestanding/Ground Signs Only) _____ Feet Area of All Windows (Window Signs Only) _____ Feet
SIGNATURE	<ul style="list-style-type: none"><li>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.</li><li>SEE PAGE 2 OF THIS DOCUMENT FOR TEMPORARY SIGN REQUIREMENTS, INCLUDING TIME LIMITATIONS</li></ul> <p><i>The undersigned hereby applies to the City of Medina, Ohio for a Sign Permit for a sign to be installed in compliance with the regulations contained in the Sign Code and with the representations made herein, all of which the undersigned affirms to be true and accurate. For applications including a sidewalk sign, the undersign hereby indemnifies the City of Medina of any and all liability involving placement and or use of the sign.</i></p> Signature _____ Date _____
OFFICIAL USE	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.  Signature _____ Date _____ Zoning Official

## General Temporary 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.*

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### Time Limits

For nonresidential uses, signs shall be permitted for a maximum of 15 consecutive days, and not more than 60 days during each year. Real estate signs are exempt from the time limits, but must be removed 7 days after the subject sale/rent. A sign that announces a specific event, action or activity shall be removed within seven 7 days after.

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

**Either a Wall Sign OR a Ground Sign for each BUILDING, as follows (Select only 1)** – Maximum size of 6 sq. ft. (C-1 or C-2 Districts), 12 sq. ft. (C-S and C-3 districts), and 24 sq. ft. (I-1 District).

**Window Signs** – Temporary window signage shall cover not more than 25% of the total window area. Window signs must be displayed within the building, not outside the building.

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### Multi-Use, Residential, Open Space, and Public Facilities Districts (M-U, R, O-C, and P-F)

**Ground Sign** – 1 ground sign for each nonresidential building, single-family dwelling, or two-family dwelling. Maximum size of 6 sq. ft.

**Window Signs** – Temporary window signage shall cover not more than 25% of the total window area. Window signs must be displayed within the building, not outside the building.

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### Historic District – Supersedes Underlying District

**Ground Sign** – 1 ground sign for each nonresidential building entrance, single-family dwelling, or two-family dwelling. Maximum size of 6 sq. ft.

**Window Signs** – Temporary window signage shall cover not more than 25% of the total window area. Window signs must be displayed within the building, not outside the building.

**Sidewalk Sign** – 1 sign for ground floor building units, at least 12 ft. wide, facing the main street. Maximum size of 5 sq. ft. and maximum height of 4 ft. Size may be increased to 6 sq. ft. if there are multiple such tenants in a building on a single sign.

Sign must be located 1 ft. from the curb and leave a 4 ft. in width on the sidewalk for pedestrians to pass. Such signs shall be placed inside the business outside of business hours.

Chalkboard and replaceable panel signs containing a rectangular shape with a finished wood or dark metal framing require a temporary sign permit. All other sign designs shall be subject to the Historic Preservation Board (Separate Application).

\*Any individual or business placing a sidewalk sign shall indemnify the City for any and all liability involving placement and or use of the sign.

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### Prohibited Signs

**Signs in the Right-of-Way** – No signs shall be erected, placed or overhung in a right-of-way or supported, braced or guyed from or to a public sidewalk, street, alley or public thoroughfare except those signs provided or approved by the City Engineer or Planning Director. Signs placed within the right of way without the approval of the City Engineer or Planning Director are subject to immediate removal.

**Off-premises signs**, except temporary signs for civic or community affairs of a public or semi-public nature, not for private gain.

**Signs attached** to trees, utility poles, streetlights, and public benches including benches at bus stops.

**Mobile signs**, except those on licensed commercial delivery and service vehicles. Such vehicles shall not be parked in any district closer to the right-of-way than the front line of the principal building.

**Merchandise, equipment, products, vehicles or other items** not themselves for sale and placed for attention getting, identification or advertising purposes.

**Signs erected or attached** to accessory structures and fences.

**Animated Signs** lights or sign movement (such as a **Flag Sign**)

**Temporary changeable copy signs, Inflatable Signs, and Signs on a Single Pole**