



Village of Minerva Park

PLANNING & ZONING
2829 MINERVA LAKE RD
COLUMBUS OH 43231
PHONE: 614-882-5743
FAX: 614-882-0701

PERMIT NO: _____
MP NO. _____
RECD BY _____ DATE: _____

TEMPORARY SIGN PERMIT APPLICATION

PLEASE NOTE: This application is not to be considered complete until all documents are received and approved by the Planning & Zoning Administration.

Project/Property Address or Location:		Project Name/Business Name (if applicable)	
Parcel ID No.(s):		Current Zoning:	
Proposed sign placement on property:		Date of install	Date of removal
TYPES OF TEMPORARY SIGN:			
<input type="checkbox"/> FREESTANDING		<input type="checkbox"/> WALL SIGN	
<input type="checkbox"/> PENNANT BANNER		<input type="checkbox"/> PORTABLE A-FRAME /T-FRAME SIGN	
<input type="checkbox"/> PROMOTIONAL BANNER		<input type="checkbox"/> WINDOW SIGN	
<input type="checkbox"/> FLYNG OR FEATHER BANNER			
Sign Dimensions (LXWXH):		Overall Height Installed:	
Sign Material(s):		Background Color:	
Anchoring Description:		Letter Color:	
APPLICANT Name (primary contact) – do not use a business name		Applicant Address:	
Applicant E-mail:		Applicant Phone No.:	
BUSINESS Name:			
PROPERTY OWNER Name:		Property Owner Contact Information (phone no./email):	

INTERNAL USE

Zoning File No: _____
 PC Meeting Date: _____
 PC File No: _____

RECEIVED: _____
 DATE: _____

PAID: _____
 DATE: _____
 CHECK#: _____

STAFF USE - INTAKE	TO BE COMPLETED/SUBMITTED BY THE APPLICANT:	APPLICANT		STAFF USE	
		YES	N/A	YES	N/A
	1. Review Minerva Park Code				
	2. A sketch or photograph of the proposed temporary sign				
	3. Application & all supporting documents submitted				
	4. Fee				

APPLICANT SIGNATURE BELOW CONFIRMS THE SUBMISSION REQUIREMENTS HAVE BEEN COMPLETED

I certify that the information on this application is complete and accurate to the best of my knowledge, and that the sign as described, if approved will be completed in accordance with the conditions and terms of that approval.

Applicant Signature: _____ Date: _____

I, _____, the owner or authorized owner's representative of the subject property listed on this application, hereby grant permission for the construction, operation, maintenance, modification, or display of the proposed sign or sign structure as described in this application .

Property Owner Signature: _____ Date: _____

APPLICATION ACCEPTANCE

If This application has been reviewed and is considered complete and is hereby accepted by the Planning & Zoning Dept of Village of Minerva Park and shall be:

- Forwarded to the Village of Minerva Park Planning & Zoning Commission for consideration.
- Forwarded to the Council for consideration.

Planning & Zoning Clerk Signature: _____

TEMPORARY SIGN PERMIT APPROVAL

In accordance with the Codified Ordinances of the Village of Minerva Park, I hereby certify that the temporary sign, as submitted on the application was approved by _____ on _____. The applicant shall comply with any conditions approved by the Planning and Zoning Administrator and shall comply with all building, zoning and landscaping regulations of the Village of Minerva Park.

Site Location/Address: _____ Permit No. _____

CONDITIONS: **NO SIGN MAY BE PLACED IN THE PUBLIC RIGHT-OF-WAY** _____

THE TEMPORARY SIGN MUST BE REMOVE BY: _____

Planning & Zoning Clerk Signature

Date

Code Enforcement Signature

Date

Planning & Zoning Commission (if required)

Date
