



**City of Franklin, Ohio**  
**SIGN PERMIT APPLICATION**

Application #: \_\_\_\_\_

UDO Section 1111.08

1 Benjamin Franklin Way, Franklin, Ohio 45005 937.746.9921

Project Property Address	<input type="checkbox"/> New Business <input type="checkbox"/> Existing Business
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Property Occupant/Tenant (Business Name)
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	CONTACT NAME & BUSINESS NAME	ADDRESS, CITY, STATE ZIP	PHONE & EMAIL ADDRESS
Applicant			
Property Owner			
Contractor			

TYPE OF SIGN	NEW SIGNS			FACE CHANGE	EXISTING SIGNAGE TO REMAIN ON PROPERTY	
	Quantity of Illuminated	Quantity of Non-Illuminated	Total Square Feet	Quantity of	Quantity of	Total Square Feet
Wall						
Monument						
Ground						
Pole (Highway Sign District Only)						
Other _____						
<b>TOTAL</b>						

<b>TOTAL SQUARE FOOTAGE OF BUILDING FRONTAGE</b>	
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The following items must be submitted with this Application:

A. If the applicant is not the owner of the subject property, a notarized letter of authorization from the property owner (s), designating the applicant as his/her/their representative.

B. **Legal Description** of the property where the sign is requested – either a deed or a drawing prepared by a surveyor registered in the State of Ohio.

C. **A Vicinity Map** showing property lines, thoroughfares, existing zoning and existing uses on the subject property, and zoning and existing uses on surrounding properties.

D. **A Site Plan** (1) The location of any proposed sign(s), including the sign’s location with respect to existing rights-of-way, access drives, parking areas, buildings and property lines; (2) The location of all other existing signs whose construction requires permits, when such signs are on the same premises; (3) Elevation drawings of the proposed sign(s).

E. **A Site Graphics Plan, to scale, showing:**

(1) Plans and/or blueprints of signage including details of any lettering, symbols or other identification which will be on the proposed sign(s); (2) Details of fastenings, construction supports, and method of attachment; (3) Details regarding lighting, including electrical wiring and (4) Any other information peculiar to a particular sign that is necessary to show compliance with the sign regulations of the UDO.

F. **Application Fee** <https://www.franklinohio.org/government/safety-department/building-zoning-division/fee-schedules>

BE ADVISED THAT THE SUBMISSION OF ADDITIONAL SUPPORTING INFORMATION MAY BE REQUIRED.

**\*\*The applicant should check with the City’s Division of Building & Zoning in regards to any building code requirements or other permits required by the City. Acceptance and/or approval of this application is not a guarantee against a change in development requirements or standards due to unforeseeable circumstances once the project and/or construction begins. The applicant is advised to consult with specialists as needed.\*\***

Applicant Signature	Date
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<b>OFFICE USE ONLY</b>	Received Date: _____	UDO District: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Modifications <input type="checkbox"/> Denied            Note: _____		
Signed By: _____	Date: _____	