



CITY OF PICKERINGTON

APPLICATION FOR COMPREHENSIVE SIGN PLAN

Name of Applicant: _____

Address of Applicant: _____

Phone: _____ Fax: _____ Email: _____

Current Use and Address: _____

Proposed Change or Improvement: _____

Current Zoning: _____ Area of Parcel: _____

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

Please submit the following with this application:

1. Submit 25 copies of the site plan showing the exact location of the sign(s) in relation to the property lines, buildings, other signs, etc.
2. Submit 25 color drawings of each proposed sign including elevations (front and side), locations, size, material type, colors and contents of sign, and the method of construction and attachment to the building and/or the method of installation for a ground sign. Signage material specifications and color examples are encouraged at the Planning and Zoning Commission meeting.
3. A letter of intent describing the rationale for the Comprehensive Sign Plan.
4. The appropriate fee payable to the City of Pickerington.

Important things to remember:

- Plans must be folded to 8½ x 11 or 11 x 17; rolled plans will not be accepted
- The signature of both the applicant and the owner must be present if the applicant does not own the property.
- By signing this document you agree to the submittal requirements of the Comprehensive Sign Plan for which you are applying.

Revised: 12/7/15



CITY OF
PICKERINGTON

**SCHEDULE OF SUBMISSION DEADLINES AND PUBLIC MEETINGS
FOR CERTIFICATES OF APPROPRIATENESS, COMPREHENSIVE SIGN PLANS,
CONDITIONAL USE PERMITS, AND FINAL DEVELOPMENT PLAN.
2018**

Submission Deadline (one month prior to P&Z meeting)	P&Z Meeting (2 nd Tuesday of the month)
December 12, 2017	January 9, 2018
January 9	February 6
February 6	March 13
March 13	April 10
April 10	May 8
May 8	June 12
June 12	July 10
July 10	August 14
August 14	September 11
September 11	October 9
October 9	November 13
November 13	December 11
December 11, 2018	January 8, 2019

Revised 12/05/2017