



SIGN APPLICATION

Address of new sign(s) _____

Property Owner _____ Phone _____

Contractor (installer) _____

Fax number _____

Email address _____

Type of Sign: Pole or ground sign _____ Wall sign _____ Window sign _____
Temporary signs _____ Other (specify) _____

Property Zoning (Circle one): Residential Commercial Industrial Public Facility Other

Size: Face Area: Length _____ x Width _____ = _____ Sq. Ft Height above ground _____ Ft

Sign Fee (Section 105.7 & 105.8 of the Highland Hills Administrative Code: \$ _____

Estimate construction cost: \$ _____

Provide three (3) sets of plans illustrating, at an appropriate scale, the location of the sign on the lot and/or building, dimensions of sign face area and area of sign lettering (including any logo or narrative), an overall illustration of the sign and its support elements, and if electric is provided, show the intended wiring details. The following information shall be included with your submittal:

1. Site plan (distance to right-of-way & other property lines to proposed sign location).
2. Method of construction (materials, foundations, landscaping, etc.).
3. Sign details with PMS colors and clear color photographs of the building & any existing signage.
4. Scale detailing: all fonts sizes & dimensioned text heights, overall square footage of the proposed sign(s).

The undersigned (if not the owner) hereby states that the owner to apply for this permit has granted authority.

Applicant Signature _____ Date _____

Building Administrator _____ Date _____

Village of Highland Hills, Ohio
Building Department
3700 Northfield Rd.
Highland Hills, Ohio 44122
216-283-3000 Fax: 216-283-3005