



# Sign Permit Application



Date Submitted: \_\_\_\_\_

Property Location: \_\_\_\_\_

If Corner Lot, Provide Cross Street: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Lessee's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Reason for Application and Description of Proposed Improvements (circle all that apply):

Freestanding Sign      Wall Sign      Window Sign      Marquee Sign

Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Square Footage of Proposed Sign(s): \_\_\_\_\_

Total Estimated Value of Project: \_\_\_\_\_

Current Land Use:    \_\_\_ Retail    \_\_\_ Residential    \_\_\_ Office    \_\_\_ Vacant    \_\_\_ Industrial

\*\*\*PLEASE COMPLETE BACK PAGE\*\*\*

**Initial once  
Completed**

**WITH THIS APPLICATION YOU MUST:**

1. READ Article 6 & 9 of the Zoning Code (attached)
2. Provide a detailed WRITTEN description of your proposed change(s) in land use, existing structures, new structures, occupancy, or any improvements to the land.
3. If proposing a wall, marquee or window sign, provide a FAÇADE ELEVATION PLAN drawn to scale depicting the location and dimensions existing signs and the proposed sign.
4. Provide a PICTURE or ILLUSTRATION of proposed sign, with dimensions.
5. If proposing a freestanding sign, provide a SITE LOCATION PLAN depicting the location and dimensions of all existing structures, property boundary dimensions, etc.
6. Indicate on Site Location Plan the SCALE used. Typical scale for a residential proposal is 1 inch = 20 feet (1"=20')
7. If applicant is **NOT** the property owner, the SIGNATURE or Letter of Authorization is required from the property owner.

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**Applicant's Acknowledgement**

I, the applicant, herby acknowledge that I understand and agree that any error, misstatement or misrepresentation of material fact, whether or not deliberate, that might or would otherwise cause this application to be denied, or any material alteration or change in the plans, specifications or proposed structure accompanying this application made subsequent to the issuance of a permit relating to this application, without the approval of the City of Newton Falls, shall constitute sufficient ground for the immediate revocation of such permit.

I understand that I may be required to obtain a Building Permit from the Trumbull County Building Department at 347 North Park, Warren, Ohio (330.675.2467) after the Zoning approval is issued and prior to construction.

I, being dully sworn according to law, hereby swear and attest that I am the lawful owner or agent for the owner of the previously described property and that the allegations, representations and statements made in the attached application are accurate and complete to the best of my knowledge.

\_\_\_\_\_  
Owner or Owner's Agent Signature

\_\_\_\_\_  
Date