



Application for Placement Approval of

# Temporary Signs

Temporary Sign Permit

Dates / Duration of Request \_\_\_\_\_

Address/location *WHERE* placement will be. \_\_\_\_\_

Applicants Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Contractor \_\_\_\_\_ Reg. No. \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Type of Signage (check which applies): Pennant ( ) Banner ( ) Historic District Sign ( )

Size: Vertical \_\_\_\_\_ (x) Horizontal \_\_\_\_\_ (=) Square Feet of Face \_\_\_\_\_

Zoning District \_\_\_\_\_

Applications shall be accompanied by a detailed plan showing the proposed description with height, width, and depth dimensions on a scaled drawing not larger than 11" x 17".

The undersigned hereby applies to the City of Medina, Ohio for placement permission of a *temporary* sign, pennant, banner, and/or flag, to be installed in compliance with the regulations contained in the Sign Code of the Medina Codified Ordinance Section 1147 (see other side) and with the representations made herein, all of which the undersigned affirms to be true and accurate.

Date \_\_\_\_\_ Signature (Submitter) \_\_\_\_\_

Date \_\_\_\_\_ Signature (Property Owner) \_\_\_\_\_

## Temporary Sign Permit

Upon the basis of the above application and drawings, and conditions outlined on the reverse side of this form, the proposed placement is found to be in accordance with the City of Medina Sign Code and is hereby approved.

Date \_\_\_\_\_ Signature \_\_\_\_\_

## **MCO Chapter 1147**

### **Medina Codified Ordinance Section 1147.14 (e) Signs for Residential uses in all Districts and signs in Residential, Open Space-Conservation, and Public Facilities Districts:**

*“One temporary ground sign for each single-family dwelling unit, one temporary ground sign for each (2) family dwelling unit, one temporary ground sign for each multi-family residential building, and one temporary ground or wall sign for each public entrance to each nonresidential building. Such sign shall not exceed six (6) square feet in area. For a residential use, such sign may be erected for an unspecified time. For a nonresidential use, such sign shall be permitted for a maximum of fifteen (15) consecutive days, and not more than sixty (60) days during each year. A real estate sign shall be exempt from the time limits referenced above and shall be removed within seven (7) days after the close of sale, rent or lease of the property to which the sign pertains. A sign that announces a specific event, action or activity shall be removed within seven (7) days after the close of the event, action or activity to which the sign pertains. A sign permitted under this subsection is temporary in nature and is not meant to replace any sign regulated in any other section of this Chapter.*

### **Medina Codified Ordinance Section 1147.14 (f) Signs in Commercial and Industrial Districts:**

*“In the C-1 and C-2 District only, one temporary ground or wall sign not exceeding six square feet in area for each nonresidential building. In the C-B and C-3 Districts only, one temporary ground or wall sign not exceeding 12 square feet in area for each nonresidential building. In the I-1 District only, one temporary ground or wall sign not exceeding 24 square feet in area for each nonresidential building. Such sign shall be permitted for a maximum of 15 consecutive days, and not more than 60 days during each year. A real estate sign shall be exempt from the time limits referenced above and shall be removed within seven days after the close of sale, rent or lease of the property to which the sign pertains. A sign that announces a specific event, action or activity shall be removed within seven days after the close of the event, action or activity to which the sign pertains.”*

### **Sidewalk Sign Ordinance: Chapter 1145.15(h) Sign Code-Historic District only:**

*One temporary freestanding sidewalk sign is permitted per ground floor building unit within not less than twelve (12) feet of primary building frontage. The sign panel shall be no larger than five (5) sq. ft. in size per side and no greater than four (4) feet in height. Said sign shall be set back a minimum of one foot from the curb line and shall not obstruct a continuous through pedestrian zone of at least four (4) feet in width. Temporary sidewalk signs must also meet the following standards:*

- (1) Chalk boards and replaceable panels within a protective cabinet are permitted.*
- (2) The signs shall be kept inside the business premises when the business operation is closed.*
- (3) Any individual or business placing sidewalk signs shall indemnify the City for any and all liability involving placement and or use of the sign.*
- (4) Buildings with multiple first floor tenant frontages may place a multi-tenant sidewalk sign of six (6) sq. ft. maximum size provided a twelve (12) foot building frontage is maintained.*
- (5) Chalkboard and replaceable panel signs containing a rectangular shape with a finished wood or dark metal framing require a temporary sign registration. All other sign designs shall be subject to Historic Preservation Board review to verify compliance with these regulations and Section 1147.16 (Conditional Sign Permit Design Guidelines).*