

**CITY OF ELYRIA, OHIO**  
**DESIGN REVIEW CHECKLIST & APPLICATION**  
**FOR SIGNS ONLY**

*You **MUST** do the following for your sign application to be considered:*

*Please refer to the Design Review Guidelines for specifics at [www.cityofelyria.org/form\\_design.html](http://www.cityofelyria.org/form_design.html)*

1. Submit a three (3) fully completed hard copy Design Review Checklist and Application for Signs Only
2. Submit one (1) copy of attachment(s) electronically when possible to: [cityplanner@cityofelyria.org](mailto:cityplanner@cityofelyria.org)
3. Verify submission of each item listed below by checking the applicable box.
4. Submit a picture of the existing and proposed sign(s).
5. **It is the applicant's and/or property owner's responsibility to show all easements on the site plan. (First Energy contacts for easement restrictions are available upon request through the secretary-440-326-1472.)**

1. **Project Address:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_ **Parcel #:** \_\_\_\_\_

2. **Project Description:** \_\_\_\_\_

3. **Indicate the width of the front of the building or tenant space:** \_\_\_\_\_

4. **Property Owner:** \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

5. **Business Owner:** \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

6. **Contractor:** \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Registration No. \_\_\_\_\_

7. **Author of Plans:** \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

8. **CHECKLIST**

- Photograph(s) of all existing signs
- A scaled drawing(s) of the proposed sign(s), including materials, height, dimensions, color, lighting and lettering style. A site plan is required for freestanding signs.
- Drawing or photograph indicating location of proposed sign on building, if applicable.
- A scaled drawing of the sign, including materials, height, dimensions, color, lighting and lettering style.

## **DESIGN REVIEW STANDARDS:**

The following are typical items required or considered by Design Review. This list is not inclusive of all Design Review Standards. Please refer to the Design Review Guidelines.

CHECK ALL ITEMS IN COMPLIANCE WITH THE DESIGN GUIDELINES AND MARK N/A WHEN NOT APPLICABLE SPACE AVAILABLE FOR NARRATIVE.

9. **SIGNAGE:**

- \_\_\_\_\_ Reuse of cabinet signs permitted, no new.
- \_\_\_\_\_ Opaque background of internally illuminated signs.
- \_\_\_\_\_ Reader signs, non-illuminated with dark background and white lettering.
- \_\_\_\_\_ Sign area and height to meet zoning district requirements.

10. **List ALL PROPOSED signs (Attach list if more than 2)**

<u>EXAMPLE</u>	<u>Sign No. 1</u>	<u>Sign No. 2</u>	<u>Sign No. 3</u>
a. Type of sign	Directional	Monument	Wall
b. Sign message	Enter	Bob's Bobsleds	Bob's Bobsleds
c. Dimensions	2' x 4'	4' x 6'	4' x 6'
d. No. of facings	2	2	1
e. Total area	16 sq. ft.	48 sq. ft.	24 sq. ft.
f. Height	2'	6'	NA
g. Illuminated	No	Yes	Yes

**Sign No. 1**

**Sign No. 2**

Type	_____	_____
Message	_____	_____
Dimensions	_____	_____
No. of facings	_____	_____
Total Area	_____	_____
Height	_____	_____
Illuminated	_____	_____

13. List **ALL EXISTING** signs which **WILL REMAIN** (Attach list if more than 2).

	<b><u>Sign No. 1</u></b>	<b><u>Sign No. 2</u></b>
Type	_____	_____
Message	_____	_____
Dimensions	_____	_____
No. of facings	_____	_____
Total Area	_____	_____
Height	_____	_____
Illuminated	_____	_____

14. **PROPERTY OWNER & APPLICANT SIGNATURE:** (Both Property Owner and Applicant must sign. Thank you.)

<b>PROPERTY OWNER:</b>	_____	_____	_____
	Signature	Printed/Type Name	Date
	_____	_____	_____
	Telephone	Cell Phone	E-mail
 <b><u>APPLICANT:</u></b>	_____	_____	_____
	Signature	Printed/Type Name	Date
	_____	_____	_____
	Telephone	Cell Phone	E-mail

**RETURN APPLICATION TO:**

PLANNING COMMISSION SECRETARY  
CITY OF ELYRIA BUILDING DEPARTMENT  
ELYRIA CITY HALL, 131 COURT ST., SUITE 101  
ELYRIA, OHIO 44035  
Phone: 440-326-1472/ Fax: 440-326-1488

***(Sign permit application can be submitted to the Building Department after approval)***