



# APPLICATION FOR ZONING APPROVAL FOR SIGNS

City of Steubenville  
Planning and Zoning Commission  
308 Market Street, Room 205  
Steubenville OH 43952  
(740) 283-6000 extension 1700

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Name of Property Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Telephone No. of Primary Owner Contact: \_\_\_\_\_

Name of Lessee (if applicable): \_\_\_\_\_

Address of Lessee: \_\_\_\_\_

Telephone No. of Primary Lessee Contact: \_\_\_\_\_

Address of Property: \_\_\_\_\_

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

Description of signs including type, height, size and dimension: \_\_\_\_\_

\_\_\_\_\_

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### Application must be accompanied by a plot plan that shows:

- \_\_\_ Location of existing and proposed buildings, structures and uses, including accessory buildings or uses, heights and dimensions of such and distances between same
- \_\_\_ Existing and proposed abutting street rights-of-way, cartways and curbs adjacent to site
- \_\_\_ Existing and proposed driveways, access drives, sidewalks, parking lots, parking spaces, access aisles, loading and unloading areas
- \_\_\_ Location, dimension, height and type of existing and proposed signs, including sign plan

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### Application must be accompanied by the following fee:

- \_\_\_ New construction, remodeling or additions – existing residential buildings with three (3) or fewer dwelling, boarding or rooming units under the same roof; including fences, walls, driveways and accessory buildings or uses:
  - \_\_\_ \$10.00 when a certificate of zoning approval is applied for prior to the commencement of remodeling or construction;
  - \_\_\_ \$20.00 when a certificate of zoning approval is applied for after the commencement of remodeling or construction.
- \_\_\_ New construction, remodeling or additions – existing residential buildings with four (4) or more dwelling, boarding or rooming units under the same roof, commercial and other uses; including fences, walls, signs, parking lots, driveways and accessory buildings or uses:
  - \_\_\_ \$20.00 when a certificate of zoning approval is applied for prior to the commencement of remodeling or construction;
  - \_\_\_ \$40.00 when a certificate of zoning approval is applied for after the commencement of remodeling or construction.

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**All applicants please note: All plot plans will be field verified before approval. If the Zoning Administrator cannot determine the accurate location of property lines when field checked, a property survey and the placement of markers by a surveyor will be required.**

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I/we certify that the above/accompanying information is true and correct under penalty of law.

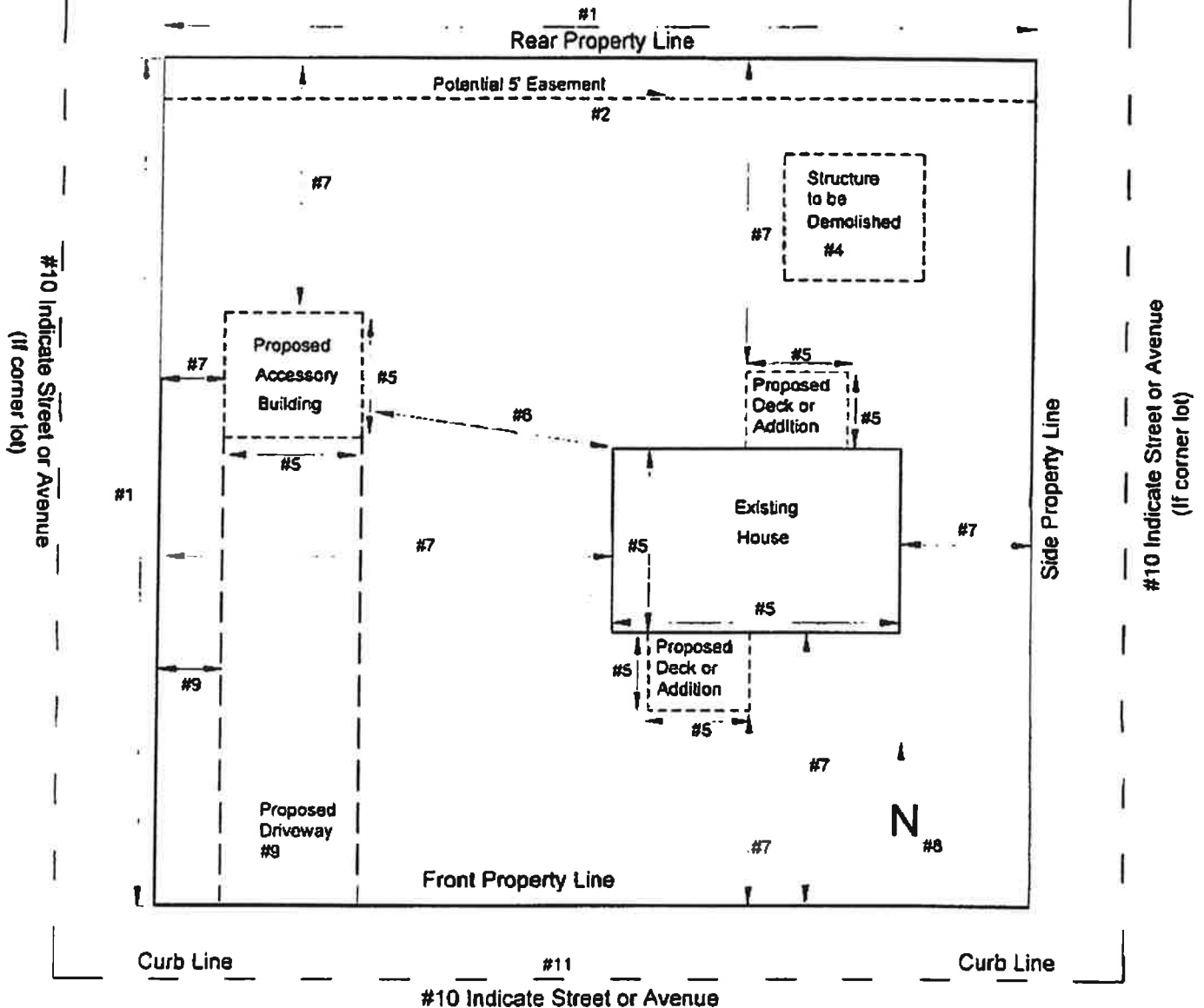
Signature of Property Owner/Lessee/Agent for Owner or Lessee (Applicant):

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Name Date

<p><b>For office use only:</b></p> <p><input type="checkbox"/> Zoning Approved by _____</p> <p><input type="checkbox"/> Zoning Not Approved (list reasons) _____</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Drawings Needed for building permit? Describe</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> OK to issue permit</p> <p>Comments (if any) _____</p> <p>_____</p> <p>_____</p>
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# Plot Plan Sample



**NOTE: All of these items must be shown on submitted plot plan:**

1. Draw lot, show lot measurements and show all existing and proposed structures.
2. Show all easements located on this lot.
3. Label all existing and proposed structures.
4. Show any buildings to be removed or demolished.
5. Show dimensions of all structures.
6. Show distances between all structures.
7. Show distances between all structures and property line.
8. Indicated the direction of North on plot plan.
9. Show existing driveway and any changes to proposed driveway. Show distances to property lines.
10. Label frontage street and adjacent street if a corner lot.
11. Note: The curb line is NOT the property line.