



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

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: _____

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

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.

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.

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

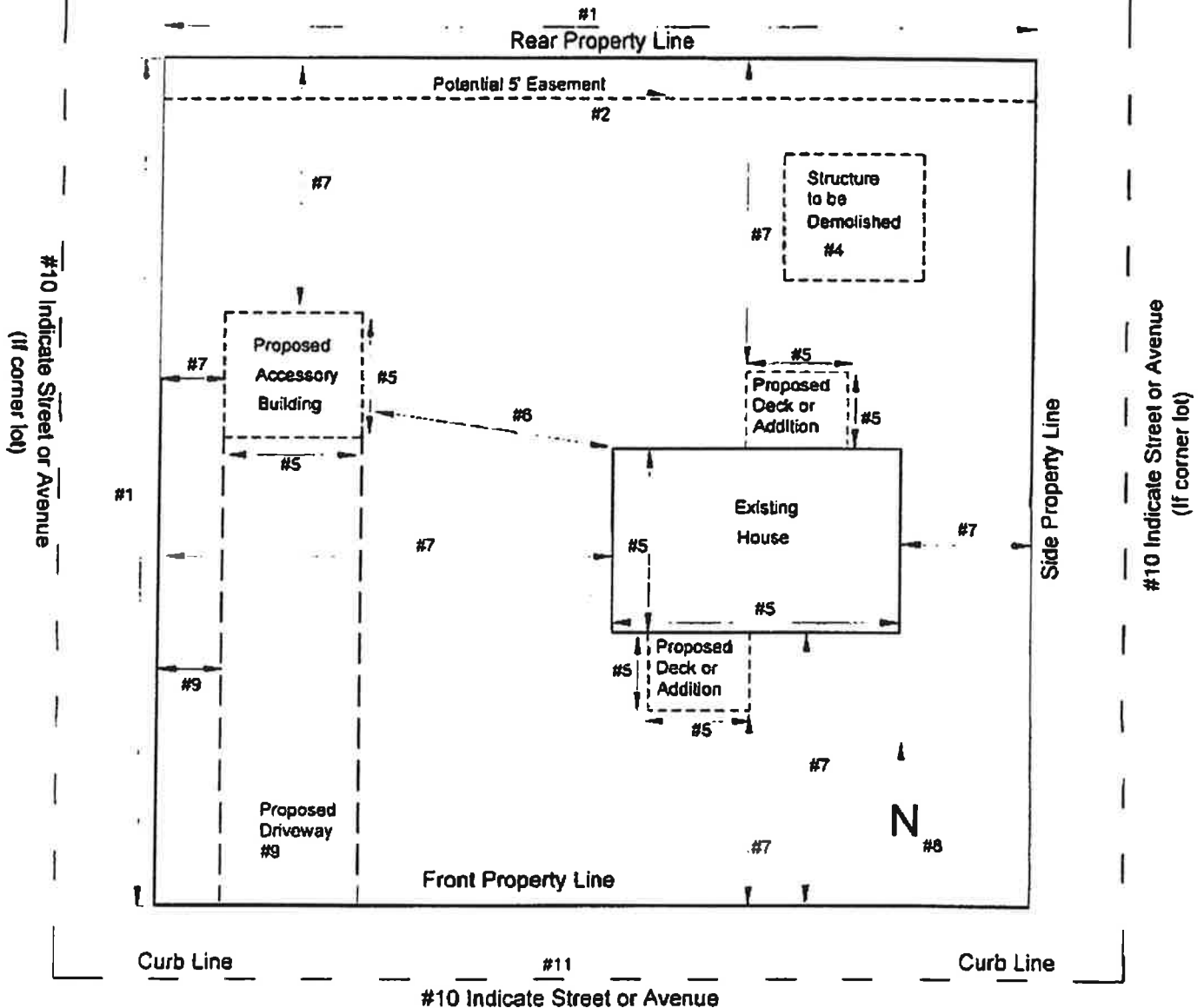
Signature of Property Owner/Lessee/Agent for Owner or Lessee (Applicant):

Name Date

Name Date

<p>For office use only:</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.