

A. Job Site Information:

Certified Address/Zip: _____

Working in Unit: _____

Tax District/Parcel: _____

Name of Establishment: _____

Current Use: _____

Description of Work to be Done:

B. Property Owner Information:

Property Owner Name: _____

Full Address: _____

Phone Number: _____ Email Address: _____

C. Licensed Sign Erector Information:

Contractor City of Columbus License No.: _____

Company/Contractor Name: _____

Phone Number: _____ Email Address: _____

Print or Type Name: _____

Signature of Contractor or Authorized Signer:

D. Site Information:

1. Zoning District: _____ (e.g. C-4, L-C-4, CPD)

2. Case #: Z_____ - _____

3. Overlay, Historic, or Architectural Review District: _____

4. Graphics Commission Action(s): _____

E. Data For Graphic Area Calculations

(Complete only items that apply to the graphic requested; not required for face replacement.
*For signs located in a residential zoning district, complete sections 1, 2, 3, 7, 12, 13, and 14)

1. Setback from street R.O.W. line: _____ ft
2. Setback from alley R.O.W. line: _____ ft
3. Setback from side property lot line: _____ ft
4. Setback from rear property lot line: _____ ft
5. Number of through traffic lanes (exclude turn lanes): _____ lanes
6. Speed limit: _____ m.p.h.
7. Height from grade to top of ground sign: _____ ft
8. Projecting sign distance from wall to R.O.W. line: _____ ft
9. R.O.W. Encroachment: YES NO
10. Distance of encroachment into R/W: _____ ft
11. Projecting sign: clearance from grade to bottom of sign: _____ ft
12. Number of multi family dwelling units on same parcel: _____ units
13. Linear distance of public street frontage: _____ ft
14. Residential Wall Sign: Height from grade to top of sign: _____ ft

F. Allowable Graphic Area Calculations

NOTE: Items F1, F2, F3 or F4, and F6 must be completed for a new graphic. For face replacements, complete only F5 and F6.

*For signs located in residential zoning districts, only complete C5 if applicable.

1. Width _____ Ft. x Height _____ Ft. = _____ Sq. Ft.
Area of Building Elevation Associated with Sign
2. $\sqrt{\text{Area of Building Elevation Associated with Sign}}$ = _____ Sq. Ft.
3. $\sqrt{\text{Area of Building Elevation Associated with Sign}} \times \text{Mass Factor}$ = Allowable Graphic Area (Sq. Ft.)
NOTE: Use appropriate Mass Factor from C.C. 3377.05, 3377.06, 3377.07, or 3377.24(B).
4. Allowable Graphic Area calculation without a Mass Factor: Code Section, Zoning Text, or Graphics Commission Reference: _____ = (_____ Sq. Ft.)
5. Existing Graphic Area (Complete for Face Replacement Only) = _____ Sq. Ft.
6. Total Graphic Area for Building Elevation = _____ Sq. Ft. (Include all existing signs of same type for same elevation)

G. Signs in a Residential Zoning District:

(In addition to the information required above)

Number of Existing Signs on the Property: Wall _____ Ground _____ Window _____

Zoning Code Section for Current Sign Proposal: _____

H. COSA Registration:

Contractors who are registered with COSA may indicate applicable engineering reference from the COSA Structural Standards specifications. Registration # _____

Otherwise, submit working drawings certified by an Architect or Engineer licensed by the State of Ohio.

Information Required for Graphics Compliance Review

Graphic Permit Application Form: Complete and legible. One graphic per application.

Site Plan: All graphics permit applications require a site plan that labels the following items: tenant/user location; sign location; R/W line-of-way and/or property line(s) associated with graphic and setback from graphic or sign to R/W or property line(s).

- Ground sign setbacks are from the leading edge of the graphic
- Projecting and wall sign setbacks are from the associated wall
- Setbacks are measured to R/W line or property line(s)
- See C.C.C. 3377.09 when any sign encroaches into the public right-of-way
- The approved Site Compliance Plan must be used for all new construction.

Please be advised that site plans derived from online sources may not be sufficient to document setbacks from a street R/W line.

Building Elevation:

- New graphics require a dimensioned elevation rendering of the associated building or tenant space that also shows the proposed graphic; label height & width of elevation; add other dimensions if the elevation does not approximate a square or rectangle form.
- Face Replacements for ground, projecting and wall graphics require a dimensioned image of the existing graphic in context, including support structure for ground and projecting graphics. Dimensions are not required for building elevations.

Graphic Exhibit: All graphics require a dimensioned drawing that includes any support structure.

- Graphics are to be dimensioned in feet, with decimals provided instead of inches. The area of the graphic must be labeled in square feet.
- Zoning code does not require sealed drawings. Call 614-645-7562 for Building Code related issues.

Additional Requirements

- Graphics Commission Final Board Order with exhibit(s) approved for the action

Certificate of Approval or Appropriateness (COA/exhibits for subject sign only)

- Include Certificate and associated exhibits including site plan, stamped by approved authority.

Do Not Include documents from county auditor's website, Bing/Google, or similar site unless used as a required exhibit (viz. site plan, dimensioned elevation rendering, view of existing sign, etc.).

PLEASE NOTE: Incomplete information will delay processing this submittal.

Payment instructions will be sent to the applicant's email address.

For all questions regarding this form and fees, please contact us at zoninginfo@columbus.gov or 614-645-8637.

Graphics Permit Information

Address: 111 N Front Street, Columbus, Ohio 43215

Phone: 614-645-7433

Email: BZS-intake@columbus.gov

Website: www.columbus.gov/bzs

Determination of graphic type, number, size, and location is not a service provided by zoning clearance staff. Please consult a licensed sign erector to perform this analysis. The current list of licensed sign erectors can be found through our Citizen Access Portal: <https://ca.columbus.gov/ca/>. All zoning compliance reviews of proposed graphics, including preliminary reviews, require a complete application. Please note that results of pre-submittal consultation with zoning staff or a preliminary graphics review do not constitute "preliminary approval" of reviewed graphics. Graphics Commission actions for a graphics development standard variance or to issue a Special Permit are not graphics permits. Zoning clearance reviewers do not track applications to the Graphics Commission. Applicants must provide their results (commission final order / associated exhibits) with new permit applications or to update existing applications.

Zoning clearance issued to approve site compliance plans or building permits does not include graphics. Graphics approval is by separate permit.

Submission Standards - All exhibits accompanying an application must be provided as a single digital PDF document, or suitable for scanned storage. Exhibit size should be limited 8½" x 11" or a maximum of 11" x 17" unless a larger format has been pre-approved by zoning clearance staff.

Process - Allow approximately 20 business days for the entire process. Please note that the 20 business days will not begin until an application number has been assigned. Applications submitted in-person are processed before those received by mail, including services such as FedEx, in date order. Graphics permit applications are routed to the following areas upon submission; they are not processed at the counter.

1. Zoning review
2. Building plans examiner review
3. Customer Service for final processing and permit issuance
4. Permits issued electronically to licensed sign erector/applicant

Application status, # of inspection trips remaining (if applicable), results of an inspection, and licensing information can be viewed online through our Citizen Access Portal:

<https://ca.columbus.gov/ca/>.

Contact Information - Direct Columbus zoning code graphics standards questions to the general zoning information line at 614-645-8637 or email zoninginfo@columbus.gov.

Direct Ohio Building Code questions to the building plan review section at 614-645-7562 or Buildingplanreviewinfo@columbus.gov.

Direct records request inquires to 614-645-6082 or BZSrecords@columbus.gov.

For all other matters, contact Customer Service at 614-645-6090 or BZS-intake@columbus.gov.