



**CITY OF LANCASTER**  
Certified Building Department  
121 East Chestnut Street, Suite 102  
Lancaster, Ohio 43130-3825  
(740) 687-6649  
Fax (740) 681-5030  
Web site: [www.ci.lancaster.oh.us/dept/building](http://www.ci.lancaster.oh.us/dept/building)

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### **Requirements for Sign Placement Or Erection**

This application is used for zoning purposes only. The application must be filled out entirely for the property it is representing. Only one application is necessary even when the applicant has multiple signs to install. The cost is \$75 per sign. Please refer to the codified ordinance 1317.09 Sign Matrix for the type signs the City of Lancaster recognizes.

The applicant must list the sign installer that will be used for the installation of the signs associated with the application.

A site plan showing all setbacks to property lines is required. In some cases, the site plan may have to be developed and stamped by a registered surveyor showing all of the proposed setbacks to property lines. The sign matrix can guide you as to what setbacks are required for our various zoning districts. An interactive zoning map is available on the city website at <http://ci.lancaster.oh.us/613/Zoning>. The applicant shall submit to copies of each sign detail or graphic along with the application and fee(s).

Proposed signs within the historic district require both a sign permit for placement and a Certificate of Appropriateness issued by the Historic Lancaster Commission. This particular form is available <http://ci.lancaster.oh.us/358/Historic-Lancaster-Commission>. The fee associated with this application is \$25.

Any sign that requires a building permit must use the Application for Plan Review and Building Permits. This is an additional application that can be found at <http://ci.lancaster.oh.us/158/Forms>. You will need to submit four sets of stamped plans with this application and a deposit of \$100 that will be applied to the cost of plan review and the building permit.



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Date Submitted: \_\_\_\_\_  
 Application No: \_\_\_\_\_  
 Permit Number: \_\_\_\_\_

**APPLICATION FOR SIGN PLACEMENT OR ERECTION**

The undersigned having carefully read Chapter 1317 of the Codified Ordinances of the City of Lancaster, Ohio, hereby makes application for a Sign Placement or Erection Permit in Compliance with said Ordinances, and submits this application in DUPLICATE with the necessary data pursuant thereto. **Note: A Construction plan review and permit may also be required if the sign has a supporting structure, pole base, anchor bolts, pad mounted or is suspended on the side of a building.**

**INSTRUCTIONS TO APPLICANTS-**

1. No Work will be permitted on the project until the application is approved and permit(s) are issued.
2. All information requested on the form must be either type or printed in ink and submitted in DUPLICATE.
3. Violations of any provisions of Chapter 1317 shall be fined not more than two hundred fifty dollars (\$250.00).

**Supporting Data**

1. The location of the property for which this permit is requested is described as follows:

Lot No. \_\_\_\_\_ Subdivision \_\_\_\_\_ Parcel ID No. \_\_\_\_\_ Zoning District \_\_\_\_\_

Street Address \_\_\_\_\_

2. Property Owner \_\_\_\_\_

Mailing Address \_\_\_\_\_

3. Sign Owner \_\_\_\_\_ Business Name \_\_\_\_\_

Address \_\_\_\_\_

4. Person / Firm performing said work \_\_\_\_\_

Business Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

5. Description, size, clearance and purpose of the sign \_\_\_\_\_

**I hereby certify that the foregoing statements and attachments are true:**

Name of Sign Installer (print) \_\_\_\_\_ Registration No. \_\_\_\_\_

Signature of Registered Sign Installer: \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_

The applicant whose name appears above on the application is hereby granted permission to place or erect a sign in accordance with Chapter 1317 of the Codified Ordinances of the City of Lancaster, Ohio, and the data set forth in/on this application.

**DATE APPROVED** \_\_\_\_\_

**City of Lancaster, Certified Building Department**

**By** \_\_\_\_\_

The information requirements contained in Section 1317.05 along with a detailed site plan showing setbacks, right-of-way widths And other information as required by the Zoning Inspector shall be submitted with the sign placement or erection application.