



City of Madeira  
 Board of Zoning Appeals  
 7141 Miami Avenue  
 Madeira, OH 45242

<b>RECEIVED:</b> _____
Date
Fee Paid: _____
Case No: _____

**DISCLAIMER: ALL INFORMATION ON THIS FORM WILL BECOME PUBLIC RECORD**

**SIGN VARIANCE APPLICATION**

**PROPERTY INFORMATION:**

Business Name:	
Address:	

**APPLICANT:**

Name:		Daytime Telephone #:	
Address:		Evening Telephone #:	
		Email Address:	

**OWNER (if different from applicant):**

Name:		Daytime Telephone #:	
Address:		Evening Telephone #:	
		Email Address:	

Please describe requested variance: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please describe any existing signs, or planned signs, on the property: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PAST VARIANCES:**

Have any variances been requested, granted or denied on the subject property?

Yes       No

If yes, please provide date(s) and details (*attach separate page if necessary*):  
 \_\_\_\_\_  
 \_\_\_\_\_

**SUBMISSION REQUIREMENTS:**

**Fourteen (14) copies** of this application, color copies of the proposed sign (including graphics) and all the materials listed in the applicable table attached must be submitted **at least 28 days prior** to the Board of Zoning Appeals meeting in order for the application to be placed on the agenda. **All materials must be assembled in separate packets – please FOLD rolled drawings.**

Stamped surveys will be required for any dimensional variance, including: a) New Dwellings; b) Additions with setback and/or lot coverage percentage requests; c) Commercial building projects; d) Sign Location variance requests closer than 10’ from the right-of-way and e) Accessory Structures that exceed the allowable square footage by zoning district or are closer than 10 feet to the property line.

Any blanks or incorrect information on this application will be considered an incomplete application which may result in your request being delayed until the next meeting.

<p>I certify that the information contained in this application and supplements is true and correct. Applicant hereby grants permission to the City of Madeira Board of Zoning Appeals and City staff to visit the subject property to review variance requests.</p>	
<p>Applicant Signature: _____</p>	<p>Date: _____</p>
<p>I/we authorize to file and proceed with this application for a variance concerning my property as stated in this application. It is the applicant’s responsibility to notify the property owner(s) of the Board of Zoning Appeals decision.</p>	
<p>Owner Signature: _____</p>	<p>Date: _____</p>

THIS SECTION TO BE COMPLETED BY STAFF			
			Initials
BZA Meeting Date:	Date:		
Legal Notice Published:	Date:		
ARO Review <i>(if applicable)</i> :	Date:		
BZA Decision <i>(circle one)</i> :	<input type="checkbox"/> Approved <input type="checkbox"/> Approved w/ Conditions <input type="checkbox"/> Denied		
Property owner at BZA Meeting:			
Applicant at BZA Meeting:			

**SIGN DETAILS** Indicate the type and number of signs to be installed. Please attach additional sheets if requesting more than one (1) sign.

Number	Type of Sign	Number	Type of Sign
	Wall Sign		Window Sign
	Free Standing/Ground Sign		Directional Sign
	Canopy Sign		Other
	Projecting Sign		

**WALL SIGNS**

Wall Sign – Single Tenant Building	
Sign Height:	
Sign Width:	
Sign Square Footage:	

Building Height:	
Building Width:	
Building Square Footage:	

**ADDITIONAL REQUESTED INFORMATION FOR WALL SIGN:**

For a wall sign, a drawing showing placement of the sign on the building, and dimensions of the building wall

1) Distance from top of sign to grade:	
2) Distance sign will protrude from building face:	
3) Sign design ( <i>circle one</i> ):	Individual letters      Solid sign board
4) Is the entrance to the building located on the same building wall as to where the sign will be attached:	Yes      No
5) Total square footage of <b>ALL</b> wall and window signs:	
6) Does total square footage (answer to question #5) exceed 25% of building wall:	
7) Colored drawing showing placement of the sign on the building and dimensions of the sign and building wall.	

**GROUND SIGNS**

Ground Sign			
Sign Height:		Distance from top of sign/sign post to grade:	
Sign Width:		Distance from bottom of sign to ground:	
Sign Square Footage:		Distance from public right-of-way:	

**ADDITIONAL REQUESTED INFORMATION FOR GROUND SIGNS:**

1. Landscape plan for the bottom of the sign.
2. A **scaled site plan** showing the whole property, the exact location of the sign on the property and dimensions of all parts of the sign (including supports). NOTE: If the proposed location is closer than 10' from the right-of-way a **STAMPED SURVEY** will be required as part of the submission.

---

**PROJECTING SIGN:**

Projecting Sign			
Sign Height:		Distance from top of sign to grade:	
Sign Width:		Distance from bottom of sign to grade:	
Sign Square Footage:		Distance sign projects from building surface:	

Description of materials and how sign will be attached to the building:

---

---

---

**PROJECTING SIGN REQUIREMENTS:**

- Projecting signs must be perpendicular to the street right-of-way.
- Projecting signs must be hung from a black metal scroll panel.

---

**Are there any other signs existing on or planned for the property? If yes, describe in detail:**

---

---