

BERKSHIRE TOWNSHIP ZONING OFFICE

1454 Rome Corners Road

Galena, Ohio 43021

740-965-2992, Ext. 1

Berkshire.zoning@gmail.com

www.berkshiretpw.org

Application # _____ Date received _____ Township Fee \$ _____ Make check payable to Berkshire Township Sign fees - \$5.00 per square foot per side \$50.00 minimum

Signage permit application

Name of Property Owner _____ Contact name _____

Address of Property Owner _____

City _____ State _____ Zip _____

Contact Phone _____ Email _____

Name of sign contractor _____

Phone _____ Email _____

Property address _____

Parcel number(s) _____

Current zoning _____ Current use _____ Total Acres _____

Submittal Requirements. The following must be submitted with the correct application fee:

See Berkshire Township Zoning Fees sheet online at <http://www.berkshiretpw.org/berkshire-township-zoning-laws.html>) for complete fee list or refer to fees in box at top. Make check payable to Berkshire Township.

1. An accurate, scaled drawing which shows the dimensions, materials, illumination and colors of the proposed signage including the calculation of square footage of each sign and total.
2. Construction details.
3. An accurate scaled drawing showing the location of all structures including the lineal feet of street frontage of the structure for the purpose of calculating maximum sign square footage allowed.
4. A drawing showing the location of the proposed sign on the site or building, including dimensions to property lines, right of way, and/or buildings on site.
5. The location, type, and dimensions of existing signs on the same site advertising the same business.
6. And any additional requirements per Article 22 of the Berkshire Township Zoning Resolution.

Applicant should supply two complete sets of drawings and documentation plus fees with the application.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Applicant certifies that all information contained herein is true and accurate and is submitted to induce the issuance of the requested zoning permits. Applicant agrees to be bound by the provisions of the zoning resolution of Berkshire Township, Delaware County, Ohio.

Applicant: _____ Date: _____

Received by: _____ Date: _____