



1454 Rome Corners Road
Galena, Ohio 43021
740-965-2992
www.berkshiretwp.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

Applicant _____ Contact Person _____

Address of Applicant _____

City _____ State _____ Zip _____

Phone _____ Email _____

Name of owner _____ Contact _____

Phone _____ Email _____

Location Property address _____

Parcel number(s) _____

Current zoning _____ Current use _____ Total Acres _____

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

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

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.

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: _____