

Application No: \_\_\_\_\_

# APPLICATION FOR BAINBRIDGE TOWNSHIP ZONING CERTIFICATE

  

## SIGNAGE APPLICATION

**Incomplete applications will not be processed (DO NOT USE 2-SIDED PAPER)**

The undersigned hereby applies for a Zoning Certificate for the following described signage, said certificate to be issued by the Township Zoning Inspector on the basis of the information contained in this application.

**APPLICATION SHALL BE COMPLETED BY THE OWNER OF THE PROPERTY OR HIS/HER AUTHORIZED REPRESENTATIVE** (Please legibly Print or Type)

A. Name of Applicant: \_\_\_\_\_ E-Mail \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Day Telephone No: \_\_\_\_\_ Evening No: \_\_\_\_\_ Cell No: \_\_\_\_\_

B. Name of Owner of Record: \_\_\_\_\_ E-Mail \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Day Telephone No: \_\_\_\_\_ Evening No: \_\_\_\_\_ Cell No: \_\_\_\_\_

C. Address of Lot: \_\_\_\_\_ Zip: \_\_\_\_\_

**Permanent Parcel Number(s)** (all affected): \_\_\_\_\_

D. **Attach documentation as to authority to make application** (e.g. deed, contract, power of attorney, lease, or purchase agreement). Note: If the applicant is not the record title owner of the lot, then written evidence shall be required to be submitted that the applicant has the owner's consent to make application in addition to proof of ownership. Include building owner's approval of proposed signage. **Letter of authorization form is posted on the Township Website.**

E. Attach a legal description of the lot, as recorded with the Geauga County Recorder.

F. Lot is presently zoned:                      R-3A: Rural Residential,                      R-5A: Rural Open Residential,  
CB: Convenience Business,                      MUP: Mixed Use PUD,                      PO: Professional Office,  
LIR: Light Industry Restricted,                      PPP: Public Passive Park,                      APP: Active Public Park,  
Other \_\_\_\_\_ (The zoning map is available at [www.bainbridgetwp.com](http://www.bainbridgetwp.com))

G. Provide a general description of the proposed signage project:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

H. Check the description of the type of sign and provide the number of signs requested of the sign type:  
 Wall Sign #\_\_\_\_\_, Ground Sign #\_\_\_\_\_, Temporary Sign #\_\_\_\_\_,  
 Window Sign #\_\_\_\_\_, Drive-Through sign #\_\_\_\_\_, Directional Sign #\_\_\_\_\_,  
 Sandwich Board #\_\_\_\_\_, Residential Development (HOA) Sign #\_\_\_\_\_, Other \_\_\_\_\_

- I. Provide the following information for each proposed sign and attach three (3) copies of a drawing of the signage, drawn to scale and dated:
1. The dimensions in area per sign face. (*Measurement method(s) to comply with the provisions in the Bainbridge Township Zoning Resolution*)
  2. The area of the sign in square feet.
  3. The dimensions of the lettering and/or the elements of the matter displayed (e.g. a logo)
  4. The location of the sign on the building, structure, or lot including dimensions (in feet) from the front and side lot line(s).
  5. The height of the sign measured to its highest point.
  6. For wall and window signs, the location on the building and the dimensions of the building facade to which it will be mounted. For tenant spaces provide the lineal feet of the wall facing the entrance.
  7. Provide the method of illumination, if any.
  8. For window signs, provide the dimensions of the window to which the sign is to be displayed.
  9. For ground signs, provide a description of the foundation materials to be used.
  10. For ground signs, provide a description of landscaping.
- J. Provide the application fee per the current fee schedule for each sign as adopted by the Board of Township Trustees. For current fees, see the Bainbridge Township website: [www.bainbridgetwp.com](http://www.bainbridgetwp.com)

**Supplemental information may be requested as deemed necessary by the Township Zoning Inspector to insure compliance with the Bainbridge Township Zoning Resolution.**

An insufficient funds fee of \$35.00 will be charged to the applicant for all returned checks.

I hereby certify that all of the information supplied in this application and attachments hereto are true and correct to the best of my knowledge, information and belief.

I hereby acknowledge that I understand that the penalty for falsification is imprisonment for not more than six (6) months, or a fine of not more than one thousand dollars (\$1000.00), or both.

I hereby consent to the inspection of the subject lot(s) and of any buildings or structures to be constructed thereon by the Township Zoning Inspector during construction and within thirty (30) days from notification of the completion of any buildings or structures.

I hereby acknowledge that I understand that if the construction or use described in the Zoning Certificate has not begun within twelve (12) months from the date of issuance or if construction has begun within twelve (12) months and said construction has not been completed within two (2) years from the date of issuance, said Zoning Certificate may be revoked by the Township Zoning Inspector.

**Applicant Name printed:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Additional Important Information and Telephone Numbers**

A Geauga County Building Permit is required for all construction in Geauga County. Telephone No. 440-279-1780  
 Geauga Soil and Water Conservation District Office. Telephone No. 440-834-1122  
 Geauga County Health Dept. for new construction or expansion. Telephone No. 440-279-1900  
 Bainbridge Township Fire Dept. for all non-residential construction. Telephone No. 440-543-9873  
 Ohio EPA, Twinsburg Telephone No. 1-800-686-6330  
 Bainbridge Township Zoning Inspector Telephone No. 440-543-9871; E-mail – [Zoning@BainbridgeTwp.com](mailto:Zoning@BainbridgeTwp.com)  
 Property and Zoning information is available at [www.bainbridgetwp.com](http://www.bainbridgetwp.com) and <http://geaugarealink.co.geauga.oh.us/realink>

**BAINBRIDGE TOWNSHIP ZONING DEPARTMENT  
FOR OFFICIAL USE ONLY**

**APPLICATION NUMBER:** \_\_\_\_\_

**ZONING CERTIFICATE NUMBER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**DATE APPLICATION RECEIVED:** \_\_\_\_\_

Application is complete \_\_\_\_\_ or Application is incomplete \_\_\_\_\_

**Missing Documentation:** \_\_\_\_\_

**DATE COMPLETE APPLICATION RECEIVED:** \_\_\_\_\_

**DOCUMENTATION:** SITE PLAN \_\_\_; DEED \_\_\_; SIGN DIAGRAM \_\_\_; AUTHORIZATION \_\_\_;

OTHER \_\_\_\_\_

**RECEIVED FROM:** \_\_\_\_\_

**AMOUNT OF FEE PAID:** \$ \_\_\_\_\_ **CASH:** \_\_\_ **CHECK:** \_\_\_ # \_\_\_\_\_

**DATE OF ACTION ON APPLICATION:** \_\_\_\_\_

**DATE APPLICATION APPROVED:** \_\_\_\_\_

**DATE ZONING CERTIFICATE ISSUED:** \_\_\_\_\_

**DATE APPLICATION DISAPPROVED:** \_\_\_\_\_

Appeals shall be taken within twenty (20) days after the decision of the Zoning Inspector by filing a notice of appeal.

**IF APPLICATION DISAPPROVED, REASON(S) FOR DISAPPROVAL:** See Zoning Letter

For zoning applications approved  
with variances

BZA Approval Date \_\_\_\_\_

BZA Disapproval Date \_\_\_\_\_

BZA Hearing No. \_\_\_\_\_

**I hereby acknowledge the receipt of this application for a Zoning Certificate on**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Zoning Inspector**