



CITY OF PICKERINGTON

APPLICATION FOR COMPREHENSIVE SIGN PLAN

Project Address: _____

Current Use: _____ Current Zoning: _____ Area of Parcel: _____

Proposed Change or Improvement: _____

Name of Applicant: _____

Address of Applicant: _____

Phone: _____ Fax: _____ Email: _____

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Please submit the following with this application:

1. 25 copies of the site plan showing the exact location of the sign(s) in relation to the property lines, buildings, other signs, etc.
2. 25 color drawings of each proposed sign including elevations (front and side), locations, size, material type, colors and contents of sign, and the method of construction and attachment to the building and/or the method of installation for a ground sign. Signage material specifications and color examples are encouraged at the Planning and Zoning Commission meeting.
3. A letter of intent describing the rationale for the Comprehensive Sign Plan.
4. \$150.00 fee payable to the City of Pickerington.

Important things to remember:

- **Plans must be folded to 8½ x 11; rolled plans will not be accepted.**
- The signature of both the applicant and the property owner must be present if the applicant does not own the property.
- By signing this document you agree to the submittal requirements of the Comprehensive Sign Plan for which you are applying.



CITY OF
PICKERINGTON

**2022 SCHEDULE OF SUBMISSION DEADLINES AND PUBLIC MEETINGS
FOR COMPREHENSIVE SIGN PLANS**

Submission Deadline (one month prior to P&Z meeting)	P&Z Meeting (2 nd Tuesday of the month)
December 14, 2021	January 11, 2022
January 11	February 8
February 8	March 8
March 8	April 12
April 12	May 10
May 10	June 14
June 14	July 12
July 12	August 9
August 9	September 13
September 13	October 11
October 11	November 8
November 8	December 13
December 13, 2022	January 10, 2023