



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.



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**2023 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 13, 2022	January 10, 2023
January 10	February 14
February 14	March 14
March 14	April 11
April 11	May 9
May 9	June 13
June 13	July 11
July 11	August 8
August 8	September 12
September 12	October 10
October 10	November 14
November 14	December 12
December 12, 2023	January 9, 2024