



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

**2025 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 10, 2024	January 14, 2025
January 14	February 11
February 11	March 11
March 11	April 8
April 8	May 13
May 13	June 10
June 10	July 8
July 8	August 12
August 12	September 9
September 9	October 8
October 8	November 11
November 11	December 9
December 9, 2025	January 13, 2026