



# 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: \_\_\_\_\_

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### 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.

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### 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**

**2026 SCHEDULE OF SUBMISSION DEADLINES AND PUBLIC MEETINGS  
FOR COMPREHENSIVE SIGN PLANS**

<b>Submission Deadline</b> (one month prior to P&Z meeting)	<b>P&amp;Z Meeting</b> (2 <sup>nd</sup> Tuesday of the month)
December 8, 2025	January 13, 2026
January 13	February 10
February 10	March 10
March 10	April 14
April 14	May 12
May 12	June 9
June 9	July 14
July 14	August 11
August 11	September 8
September 8	October 13
October 13	November 10
November 10	December 8
December 8, 2026	January 12, 2027