



**1791 Harshman Road
Riverside, OH 45424
Phone: 937-233-1801
Fax: 937-237-5965**

Instructions for making an application for a sign permit

- I. The sign permit application is to be filed with the Department of Administration located in the City Administration building, 1791 Harshman Road.
- II. Sign permit application fees shall be as follows:
 - A. \$1.00 per square foot (Minimum \$30.00)
Each application shall be accompanied by the appropriate fee.
- III. Attach the following information to the form:
 - A. Two (2) copies of a color proof for the proposed sign.
- IV. A permit shall be obtained from the Zoning Administrator for the erection, construction or modifying of any sign, subsequent to the submission of an application and fee.
- V. After review, you will be notified that the permit is ready to be picked up.



Sign Permit Application

OFFICIAL USE ONLY	
Permit No.	
Date	

Applicant Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers(s): _____ E-mail: _____

- I hereby attest that all information on this application is, to the best of my knowledge, true and accurate.
- Additionally, I hereby grant permission for the City of Riverside Zoning Administrator to enter upon the above mentioned property (or as described in the attachment) for the purposes of gathering information related to this application.
- Furthermore, I hereby acknowledge that in review of this application, the City of Riverside may require the services of the City Planner, City Engineer, and/or the City Attorney to insure that the requested item(s) for review in this application is compliant to the current zoning laws and policies of the City of Riverside. I, as the applicant acknowledge that any cost incurred by the city of Riverside as they relate to the review of this application by any of the City's consultants listed above are my responsibility to reimburse and agree to repay the City of Riverside for any and all costs incurred to it in the review of this application.

Signature: _____ **Date:** _____

Applicant is the: Owner Lessee Optionee Contractor/Architect

Property Owner's Name: (If different from applicant): _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers(s): _____ E-mail: _____

Parcel Lot No(s). _____ Current Zoning _____

Project Location or Address: _____

Property is: Residential Commercial Industrial

Existing Signs:	Wall Signs	Pole Signs	Ground Signs	Canopy Signs	Projecting Signs
Number:	_____	_____	_____	_____	_____
Size(s):	_____	_____	_____	_____	_____
Proposed Signs	Wall Signs	Pole Signs	Ground Signs	Canopy Signs	Projecting Signs
Number:	_____	_____	_____	_____	_____
Size(s):	_____	_____	_____	_____	_____

Signs will be Temporary Permanent

Total Square Footage of all Signage: _____

To Be Completed By City

Date application and fee received: _____ Staff Initials: _____ Receipt #: _____

Application is: APPROVED DENIED

Zoning Administrator: _____ Date: _____