

## WESTLAKE PLANNING DEPARTMENT

27700 Hilliard Blvd., Westlake, Ohio 44145

Phone (440) 617-4305 Fax (440) 617-4324

### ***CROCKER PARK STOREFRONTS AND SIGNS***

### **APPLICATION INSTRUCTIONS AND APPROVAL PROCESS DESCRIPTION**

This instruction sheet and the attached application forms are for ***Crocker Park*** storefronts and signs only. The Crocker Park Planned Unit Development (PUD) is governed by two design documents, both of which are called for by city ordinance and require Planning Commission review and approval of storefront designs. The storefront designs submitted for approval must include the design and placement of signs on the storefronts. Applicants submitting storefronts are thus required to also include sign application(s) when submitting for storefront approvals. Note that the sign permit(s) and the storefront construction permit(s) are issued separately by the Building Department.

For sign(s) only, to be placed on existing and/or previously approved storefront/façades, applicants shall submit applications to the Building Department for administrative review and approval without the need of Planning Commission review and approval. If Building Department, with the advice of Planning Department, determine that signs are in compliance, the applicant may proceed to get a sign permit. If not in compliance, the applicant shall be notified that a full submission/approval process will be required.

Included in this package are the following forms:

- ***Crocker Park Storefront Application***
- ***Crocker Park Sign Application (this form is also available singly from the Westlake Building Department)***

The following guidelines are available from the landlord in print form or on a CD in pdf (read only) format from the Planning Department:

- ***Design Guidelines-- Mixed Use Area of Crocker Park (June 7, 2001)***
- ***Sign Criteria and Master Sign Plan -- Mixed Use Area of Crocker Park (amended May 22, 2003)***

**Storefronts and Sign Application fee for Planning Commission review and approval is fifty dollars (\$50.00). Please make check payable to the City of Westlake.**

### **TENANT STOREFRONT AND SIGNS SUBMISSION REQUIREMENTS**

1. Submit twelve (12) sets of the following to the Planning Department:
  - a. completed Storefront and Sign Application forms (note that the Landlord is identified as the official applicant and submits as the agent on behalf of the Tenant).
  - b. scalable elevations including a Calculation Matrix for the signage as specified in Section 12.1 of the Crocker Park ***Sign Criteria and Master Sign Plan***.
  - c. design details of the signage and external tenant walls including construction materials, colors, and exterior lighting as specified in Sections 10.1 through 10.7 of the Crocker Park ***Design Guidelines***.
  - d. site plan of the storefront expansion zone and it's immediate surroundings if there are any freestanding signs proposed or if the tenant improvements include changes to the site (for example for outdoor seating or dining).
  - e. a signed letter by the Landlord stating that they have reviewed and approved the proposed storefront and sign designs.
2. Six (6) of the twelve (12) sets of elevations listed above shall include color renderings of each side of the storefront and any other portion of the exterior tenant space or exterior of the building which contains permanent signage for the tenant space under review, including permanent window signs.
3. All plans must be folded with printing on the outside (we request an 11"X 17" format folded in half) so that outside dimensions of folded plans are no larger than 9" X 12".
4. Tenant and/or landlord must be present at the Planning Commission meeting and must be prepared to present their plans to the Commission. We recommend the submittal of digital material in PowerPoint or jpg or pdf format for presentation of the plans to Planning Commission. Sample materials may be requested for examination at the Planning Commission meeting.
5. If the Planning Commission approves the proposed signage, the Planning Department will forward two (2) copies of the approved tenant sign package to the Building Department. The Building Department requires a fee before issuance of the sign permit. The fee is based on the total sign area (\$10. for up to 25 sq. ft. , \$25 for 25 up to 100 sq. ft. and \$50 for total signage over 100 sq. ft.), an electrical permit is an additional \$50 if any of the signage is electrified. A 3% BBS state tax is charged on the permit fee for any commercial signage.
6. For sign(s) only, to be placed on existing and/or previously approved storefront/façades, applicants shall submit three (3) sets of the above listed requirements to Building Department for administrative review and approval. All elevations shall be rendered in color.

If Planning Commission approves the tenant's storefront design, the Planning Department will forward (one) 1 copy to the Building Department. The tenant or landlord is responsible for submitting a separate building permit application and full construction plans to the Building Department for completion of any exterior tenant improvements extensive enough to require building permits.

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 27700 Hilliard Blvd., Westlake, Ohio 44145  
 Phone (440) 617-4305 Fax (440) 617-4324

<b>For Office Use Only:</b>
Appvl. Date: _____
Paid Application Fee \$ _____

**CROCKER PARK STOREFRONT APPLICATION**  
 (PLEASE PRINT OR TYPE ENTIRE FORM)

The following are required to complete this application:

- **Crocker Park Storefronts and Signs Application Instructions and Approval Process Description sheet** (attached)
- *Design Guidelines-- Mixed Use Area of Crocker Park (June 7, 2001)\**
- *Sign Criteria and Master Sign Plan -- Mixed Use Area of Crocker Park (amended May 22, 2003)\**  
 \*available from the Landlord (in print form) and Planning Department (on CD).

(Landlord as Tenant's Agent)		App. Date:
<b>APPLICANT'S NAME:</b>		
<b>Contact's Name:</b>	<b>Signature:</b>	
<b>Crocker Park Address:</b>		<b>Bldg. Block:</b>

<i>REQUIRED SIGNATURES FOR ALL STOREFRONT APPLICATIONS</i>		
<b>LANDLORD'S NAME:</b>		
Address:		Phone:
		Fax:
Contact's Name:	Signature:	
<b>STOREFRONT OWNER'S NAME:</b>		
Address:		Phone:
		Fax:
Contact's Name:	Signature:	
(Optional)		
<b>STOREFRONT CONTRACTOR'S NAME :</b>		
Address:		Phone:
		Fax:
Contact's Name:	Signature:	

<b>BUILDING/TENANT INFORMATION</b>	
Single tenant ( ) Yes ( ) No Multi-tenant ( ) Yes ( ) No	<b>Tenant net leasable area (sq.ft.):</b> _____
	<b>Tenant frontage (lin. ft.):</b> _____

<i>STOREFRONT SUBMISSION CHECKLIST</i>	
12 sets	<input type="checkbox"/> Completed Storefront Application Form
12 sets	<input type="checkbox"/> Completed Sign Application Form
12 sets	<input type="checkbox"/> Scalable Elevations with Sign(s) Calculation Matrix (6 sets must be color renderings)
12 sets	<input type="checkbox"/> Storefront and External Wall Details with Materials Finish, Color, and Lighting Specifications
12 sets	<input type="checkbox"/> Design Details of Proposed Signs with Materials Finish, Color, and Lighting Specifications
12 sets	<input type="checkbox"/> Site Plan of Storefront Expansion Zone with Permanent and/or Temporary Improvements
12 sets	<input type="checkbox"/> Landlord's Signed Approval Letter of Tenant's Storefront and Sign Designs
1	<input type="checkbox"/> \$50.00 Storefronts and Sign Application fee for Planning Commission review and approval (Check Payable to City of Westlake)

3 each above	<input type="checkbox"/> For applications of sign(s) only on existing and/or previously approved storefront/façades, submit three (3) sets of the above listed requirements to Building Department. All elevations are to be rendered in color. See Sign Application for fees.
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**WESTLAKE BUILDING DEPARTMENT**  
 27700 Hilliard Blvd., Westlake, Ohio 44145  
 Phone (440) 617-4105 Fax (440) 617-4144

<b>For Office Use Only:</b>	
Permit No.:	_____
Issued Date:	_____
<i>Completed by Applicant:</i>	
Perm Parcel No.:	_____
Est. Sign Cost: \$	_____

**CROCKER PARK SIGN APPLICATION**  
 (PLEASE PRINT OR TYPE ENTIRE FORM)

The following are required to complete this application:

- Crocker Park Storefronts and Signs Application Instructions and Approval Process Description sheet (attached)
- Design Guidelines-- Mixed Use Area of Crocker Park (June 7, 2001)\*
- Sign Criteria and Master Sign Plan -- Mixed Use Area of Crocker Park (amended May 22, 2003)\*

\*available from the Landlord (in print form) and Planning Department (on CD).

(One of three listed below)		App. Date:
<b>APPLICANT'S NAME:</b>		
<b>Contact's Name:</b>	<b>Signature:</b>	
<b>Crocker Park Address:</b>		<b>Bldg. Block:</b>
<b>Permanent Sign:</b> ( ) Yes ( ) No	<b>Temporary Sign:</b> ( ) Yes ( ) No	<b>Note:</b> Semi-permanent Changeable Banners are considered Permanent Signs

*REQUIRED SIGNATURES FOR ALL SIGN APPLICATIONS*

<b>LANDLORD'S NAME:</b>		
Address:		Phone:
		Fax:
Contact's Name:	Signature:	
<b>SIGN OWNER'S NAME:</b>		
Address:		Phone:
		Fax:
Contact's Name:	Signature:	
This area is required for Sign Permit Application only, in addition to above.		
<b>SIGN CONTRACTOR'S NAME :</b>		
Address:		Phone:
		Fax:
Contact's Name:	Signature:	

**BUILDING/TENANT INFORMATION**

Single tenant ( ) Yes ( ) No Multi-tenant ( ) Yes ( ) No	<b>Tenant net leasable area (sq.ft.):</b> _____
	<b>Tenant frontage (lin. ft.):</b> _____
Has Planning Commission Approved a Sign Plan for this tenant? ( ) Yes ( ) No	
Is this a replacement sign for this tenant? ( ) Yes ( ) No	

<b>EXISTING SIGN INFORMATION</b> (only needed if this tenant already has signage)		<b>PROPOSED SIGN INFORMATION</b> (for calculating sign permit fee)		
Sign Type	Square Footage	Sign Type	Sq. Ft.	Electrified? Yes
Fascia Wall Sign	_____	No		
Marquee/Canopy Sign	_____	Fascia Wall Sign	_____	( ) ( )
Feature Sign	_____	Marquee/Canopy Sign	_____	( ) ( )
Awning Sign	_____	Feature Sign	_____	( ) ( )
Projecting Blade Sign	_____	Awning Sign	_____	( ) ( )
Plaque Sign	_____	Projecting Blade Sign	_____	( ) ( )
Window Sign	_____	Plaque Sign	_____	( ) ( )
Changeable Sign (incl. Semi-permanent banners)	_____	Window Sign	_____	( ) ( )
Additional Signs	_____	Changeable Sign (incl. Semi-permanent banners)	_____	( ) ( )
		Additional Signs	_____	( ) ( )

<i>For Office Use Only:</i>	
Plan.Com.Appl.Fee:	_____
Plan.Com. Appr.:	_____
Plan.Dept. Appr.:	_____
Comments:	_____

<i>For Office Use Only:</i>			
Sign Area:	_____	Fee:	_____
Electrical Fee:		_____	
BBS State Tax:		_____	
Total Sign Permit Fee:		_____	