

# City of Westlake

27700 HILLIARD BOULEVARD • WESTLAKE, OHIO 44145 • (440) 871-3300

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Dennis M. Clough, Mayor

## APPLICATION FILING: SIGNS

The City of Westlake sign ordinance can be purchased through the Council Office.

## REQUIREMENTS:

- Initial inquiries regarding signage should be directed to the Building Department. If it has been determined the sign needs Planning Commission approval, obtain an application form from the Building Department.
- Submit 12 collated sets of the following to the Planning Department:
  - completed application form (12 copies)
  - site plan (12 copies)
  - elevations (12 copies)
- 1 electronic copy of plans  
 PDF
- 1 color rendering
- Application fee - \$50.00  
Make check payable to the City of Westlake.
- Applicant and/or owner must be present at the Planning Commission meeting and must be prepared to present their own plans to the Commission.
- If the Planning Commission approves the proposed signage, 3 copies of the approved sign package will be forwarded to the Building Department by the Planning Department for calculation of the building permit fee and issuance of the building permit by the Building Department.



## 1. APPLICANT SUBMITS PLANS

There are different levels of review for various sign types. Generally temporary signs and permanent signs with previous Westlake Planning Commission approval require only Westlake Building Department review and issuance of permits. New permanent signs located on a building or in the ground require Westlake Planning Department and/or planning commission review and approval (depending on the type sign) followed by issuance of permits by the building department. Below is a listing of the various sign types and levels of review required.

No application, review, or permit shall be required for the following three types of signs when such signs are in full compliance with the sign regulations:

- Nameplate signs (maximum 1 sq. ft.)
- Temporary signs with an area 6 sq. ft. or less
- Temporary window signs

When submitting applications for the following types of signs, direct inquiries to the building department:

- Temporary signs to be located outside of a building with an area over 6 sq. ft.
- Temporary promotional signs for community programs and activities over 6 sq. ft. that do not involve signs in the public right-of-way
- Repairs of an existing sign
- Replacement sign face of an existing sign

These types of sign do not require planning review and three copies of the proposal and permit application are to be submitted to the building department for issuance of permits.

When submitting applications for the following types of signs, direct inquiries to the building department:

- Business identification signs for which the planning commission has approved a master signage plan or sign criteria and which conform to the approved plans, including awning signs, canopy signs, mansard signs, marquee signs, projecting signs, and wall signs
- Directional signs

- Instructional signs with not more than 2 sq. ft. of area
- Permanent window signs (except exposed neon)
- Product dispenser or kiosk signs
- Product or services signs
- Replacement of a previously approved sign for an existing business provided only a change in the sign face is proposed
- Suspended signs
- Unified directory signs

These types of signs require planning department review and you will need to submit three copies of the proposal and permit application to the building department. The building department will forward two copies to the planning department for review. When permits are ready to be issued, you will be contacted by the building department.

When submitting applications for the following types of signs, direct inquiries to the planning department for planning commission review:

- Business identification signs without a previously approved master signage plan or approved sign criteria for multi-tenant buildings, including awning signs, canopy signs, mansard signs, marquee signs, projecting signs and wall signs
- Changeable copy signs
- Institutional identification signs
- Instructional signs greater than 2 sq. ft. in area
- Master signage plans
- Memorial signs greater than 4 sq. ft. in area
- Permanent freestanding signs (except directional signs), including all monument signs
- Permanent window signs of exposed neon
- Replacement of a previously approved sign for an existing business when more than the sign face is being changed or the replacement sign face does not meet section 1223.07
- Residential identification signs
- Sign criteria for multi-tenant buildings
- Changes to existing signs and any modifications from the sign code being requested

Obtain an application form from the planning department.

Please refer to Chapter 1223 of the Westlake Codified Ordinances, which lists the sign regulations and requirements.

If planning commission review is required, you will need to submit the following to the clerk of commissions:

### **Fees:**

- Application: \$50.00

### **1 copy:**

- Color rendering

**12 collated sets** which shall include **one of each** of the following:

- Completed application form, including lot parcel number or numbers
- Site Plan
- Elevations

All plans must be folded with printing on the outside and so that outside dimensions are no larger than 9" x 12".

Applicant and/or owner must be present at the planning commission meeting and must be prepared to present their own plans to the commission.

## 2. PLANNING COMMISSION REVIEW AND MODIFICATION

The planning department distributes copies of the proposed sign plan to various city departments for review and comment. The department reviews are returned to the planning department and the applicant's representative is faxed a copy of any comments, questions or concerns. The staff may ask questions or explain any revisions needed to the sign plan. Revisions are to be submitted to the planning department prior to being placed on a planning commission agenda.

After submittal of complete plans and review by the planning department, the director of planning will place the sign plan application on the planning

commission agenda as soon as practicable. Items are taken on a first-come, first-served basis, based on the date of submittal and completeness of the application. The planning commission generally meets the first and third Monday of each month other than August when planning commission is on recess.

The planning commission will review the plans, taking into account the spirit and intent of the zoning code. The commission, in reviewing the proposed sign plan for conformity to the provisions of the zoning code, may make adjustments (by granting a modification) to certain yards, area and other dimensioned requirements. If modifications made by either the planning commission or the applicant are subsequently approved by the commission, the modifications are made a part of the sign plan and indicated on a revised sign plan to be submitted to the planning department. The applicant and/or his assigns shall be bound by such modifications and conditions made a part of the approved sign plan.

### 3. APPROVAL OF SIGNS

Upon approval by the planning commission, two copies of the approved sign package will be forwarded to the building department by the planning department for calculation of the building permit fee and issuance of the building permit by the building department.

### 4. FREQUENTLY ASKED QUESTIONS

#### *Can an existing sign be refaced?*

Yes, if the dimensions, structure and location of the sign are not being changed (just new relettering or repainting of the face), and the sign meets the illuminations requirements, the sign may be refaced with out planning commission review and approval. The planning director can administratively approve signs to be refaced. You will need to submit three

copies to the building department, which will forward two copies to the planning department for review.

#### *What are the sign permit fees?*

Up to 25 sq. ft.	\$10.00
In excess of 25 sq. ft up to 100 sq. ft.	\$25.00
In excess of 100 sq. ft.	\$50.00
If electrical sign, electrical fee	\$50.00
Reinspection of same item	\$50.00
Inspection call and appearance of inspector on property and work not ready	\$50.00
Work covered without inspection	\$100.00

A 3% BBS state tax is charged on the permit fee for any commercial signage.

Where work is begun without first obtaining a permit and paying the fee as indicated above, the fee is increased by 300% of the total amount. Such increase shall be in addition to any penalty imposed upon the violator under section 1231.99 of the zoning code or 1315.07 of the building code.

#### *What about temporary community special event signs posted in the city right-of-way?*

Obtain written permission for this type of sign from the mayor or his designee (service director). Examples of these types of signs are banners over the right-of-way or banners affixed to utility poles within the right-of-way (see Section 503.02 of the Westlake Codified Ordinances). For further information regarding these types of signs please contact the service department at 440-617-4210.

If you have questions please contact the planning department at 440-617-4305 or the building department at 440-617-4105.

[www.cityofwestlake.org](http://www.cityofwestlake.org)

# What you need to know about Sign Plans

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## Review Process



City of Westlake  
Planning Department  
440-617-4305

*The information in this brochure is intended as a general guideline. Please refer to the Codified Ordinances of the City of Westlake for additional information and any updates.*