



PLANNING DEPARTMENT

27700 Hilliard Blvd.
Westlake, OH 44145

Phone 440.871.3300
Fax 440.617.4324

SIGNS – CHAPTER 1223

Incomplete and/or incorrect submittals may not be accepted and will be returned to the applicant for proper processing before they can be placed on a planning commission agenda.

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

Step 1 Initial inquiries regarding signage should be directed to the Building Department. If it has been determined the sign needs Planning Commission approval contact the Westlake Planning Department at 440.617.4305 prior to submitting an application to discuss the initial proposal.

Step 2 APPLICATION FILING FOR PRE-APPLICATION CONFERENCE - *Agent and/or owner must be present at the pre-application conference – see planning commission meeting schedule deadlines.*

SUBMITTAL REQUIREMENTS:

Fee: Application - \$50.00

Mastercard, Visa, Discover, cash, accepted or make check payable to the City of Westlake.

7 complete sets; each set contains one copy of the following:

- completed permit form
- site plan
- elevations (include all signage details – material, lumens, color number, etc.)
- **All plans must be folded** with printing on the outside and so that outside dimensions are no larger than 9” x 14” if they are on paper larger than 8 ½” x 11” (plans must be able to fit in a legal size red rope file – please make sure font is not so small that it is difficult to read)

Step 3 APPLICATION FILING FOR PLANNING COMMISSION MEETING - *(must attend pre-application conference first for initial review) - Applicant and/or owner must be present at the Planning Commission meeting and must be prepared to present their own plans to the Commission*

SUBMITTAL REQUIREMENTS:

1 CD or flash drive with electronic copy of plans

- Adobe Acrobat PDF (each drawing should be a separate PDF file – not one multiple page PDF)

11 complete sets; each set contains one copy of the following:

- completed application form
- site plan

- elevations (include all signage details – material, lumens, color number, etc.)
- At least 1 color rendering (prefer 11 color copies of plans)
- **All plans must be folded** with printing on the outside and so that outside dimensions are no larger than 9” x 14” if they are on paper larger than 8 ½” x 11” (plans must be able to fit in a legal size red rope file – please make sure font is not so small that it is difficult to read)

Submit plans to: City of Westlake Planning Commission, Attn: Nicolette A. Sackman, MMC
Clerk of Commissions, 27700 Hilliard Boulevard, Westlake, OH 44145

If the Planning Commission approves the proposed signage, 2 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.

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

PERMIT # _____
 PLANNING COMM. APPROVAL: _____
 PLANNING DEPT. APPROVAL: _____
 PLANNING COMMISSION FEE: _____
 COMMENTS: _____

 CODIFIED ORDINANCE 1223

**PERMANENT SIGN
 PERMIT APPLICATION**

**WESTLAKE BUILDING DEPARTMENT
 27700 HILLIARD BLVD.
 WESTLAKE, OHIO 44145
 PHONE (440) 617-4105
 FAX (440) 617-4144**

OFFICE USE ONLY

DATE APPROVED: _____
 DATE ISSUED: _____
 SIGN AREA: _____
 SIGN FEE: \$ _____
 ELECTRICAL FEE: \$ _____
 TOTAL PERMIT COST: \$ _____
 Payment Method: Cash Check

PRINT all information in ink. Applicants complete all parts. Incomplete applications will delay permit processing.
The Westlake Building Department does not enforce deed restrictions, covenants, or subdivision regulations.

Drawings & information required for any new sign application including exact size and sign colors. Elevations and plans drawn to scale, with dimensions, showing the type and size of sign face and structure including location on building or site, height, and the location, type and wattage of lighting. For freestanding signs a site plan indicating the distance from the existing right-of-way and driveways to the sign structure. [See Westlake Code 1223.13(c)(2),(3), & (4)]

SIGN INFORMATION

ADDRESS OF SIGN LOCATION: _____ APPLICATION DATE: _____
 BUSINESS (NAME ON SIGN): _____

CONTACT INFORMATION

WHO SHOULD WE CONTACT WITH QUESTIONS - CONTACT NAME: _____
 EMAIL: _____ PHONE: _____ FAX: _____

BUILDING INFORMATION

LANDLORD NAME: _____ CONTACT NAME: _____
 ADDRESS: _____ CONTACT PHONE: _____
 _____ CONTACT FAX: _____

PERMANENT PARCEL # (required) _____ **(IF PARCEL NUMBER IS UNKNOWN, PLEASE CALL (216) 443-7091)**

SINGLE TENANT MULTI-TENANT NEW SIGN REPLACEMENT SIGN

TENANT FRONTAGE (LINEAR FEET) _____ BUILDING FRONTAGE (LINEAR FEET) _____

HAS PLANNING COMMISSION APPROVED A SIGN FOR THIS TENANT? YES NO

LANDLORD SIGNATURE: _____ **DATE:** _____

SIGN OWNER INFORMATION

NAME: _____ CONTACT NAME: _____
 BUSINESS NAME: _____ ADDRESS: _____
 CONTACT PHONE: _____ FAX: _____

SIGN OWNER SIGNATURE: _____ **DATE:** _____

CONTRACTOR/INSTALLER INFORMATION

COMPANY NAME: _____ CONTACT NAME: _____
 CONTACT PHONE: _____ CONTACT FAX: _____

ESTIMATED COST OF SIGN: _____ **REGISTRATION NUMBER:** _____

CONTRACTOR SIGNATURE: _____ **DATE:** _____

EXISTING SIGN INFORMATION

(Only needed if this tenant already has signage)

Sign Type	Square Footage
Name Plate	_____
Identification Signs:	
Wall Sign	_____
Freestanding Sign	_____
Awning, Canopy, Mansard, Marquee or Projecting Sign	_____
Unified Directory	_____
Directional Sign	_____
<i>(logo or lettering portion only)</i>	
Additional Signs	_____
Total of Existing Signage	_____

PROPOSED SIGN INFORMATION

(For calculating sign permit fee)

Sign Type	Sq. Ft.	Electrified?	
		Yes	No
Identification Signs:			
Wall Sign	_____	<input type="checkbox"/>	<input type="checkbox"/>
Freestanding Sign	_____	<input type="checkbox"/>	<input type="checkbox"/>
Awning, Canopy, Mansard, Marquee or Projecting Sign	_____	<input type="checkbox"/>	<input type="checkbox"/>
Unified Directory	_____	<input type="checkbox"/>	<input type="checkbox"/>
Directional Sign	_____	<input type="checkbox"/>	<input type="checkbox"/>
OTHER	_____	<input type="checkbox"/>	<input type="checkbox"/>

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

These types of sign do not require planning review and two 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 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. For more specific submittal information please refer to the Westlake Planning Commission Sign Plan Application Cover Sheet regarding fees and items to be submitted. A copy is available from the Clerk of Commissions and is also available on the city website at:

<http://www.cityofwestlake.org/532/Planning-Department>.

2. APPLICATION FILING FOR PRE-APPLICATION CONFERENCE

The pre-application conference, planning commission meeting schedule and deadlines are available from the Clerk of Commissions and are also available on the city website at:

<http://www.cityofwestlake.org/532/Planning-Department>. Agent and/or owner must contact the Westlake Planning Department at 440.617.4305 prior to submitting an application for the pre-application conference to discuss the initial proposal. Agent and/or owner must be present at the pre-application conference.

Copies of the sign plan are distributed to various city departments for review and comment at the pre-application conference meeting. The intent of the pre-application conference with city planners and staff is to review the proposal for compliance to the zoning codes and to ensure a complete application packet is made to the planning commission.

2. APPLICATION FILING FOR PLANNING COMMISSION REVIEW

Plans for planning commission are to be submitted to the Westlake Planning Department by the planning commission deadline date, which is available from the Clerk of Commissions or on the city website at:

<http://www.cityofwestlake.org/citygovernment/agendas.aspx>

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.

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. The applicant and/or his assigns shall be bound by such modifications and conditions made a part of the approved sign plan.

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

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 copies to the planning department for review.

What are the sign permit fees?

Fees for permits can be obtained from the Westlake Building Department at 440.617.4105 or in 1315.07 of the building code.

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. **All sign contractors must be registered with the city and all sign applications must be filled out in their entirety.**

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

What you need to know about Sign Plans

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.