

## WESTLAKE PLANNING DEPARTMENT

27700 Hilliard Blvd., Westlake, Ohio 44145

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

### ***CROCKER PARK STOREFRONT AND SIGN***

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

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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 authorized by city ordinance and form the basis of the required Planning Commission review and approval of storefront designs.

Plans and elevations for storefronts submitted for Planning Commission consideration shall include the design and placement of all signs. In addition to the storefront application, applicants shall also include sign application(s). Note that sign permit(s) and 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 sign applications to the Building Department for administrative review and approval without the need of Planning Commission review and approval. If Building Department staff, upon the advice of Planning Department staff, determine that signs are in compliance, the applicant may proceed to obtain a sign permit. If signs are not in compliance, the applicant shall be notified that a full Planning Commission submission/approval process is required.

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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 via the City of Westlake's website ([www.cityofwestlake.org/Planning-Department](http://www.cityofwestlake.org/Planning-Department)):

- ***Design Guidelines-- Mixed Use Area of Crocker Park (amended 4/16/2012)***
- ***Sign Criteria and Master Sign Plan -- Mixed Use Area of Crocker Park (amended 4/6/2015 & 6/1/2015)***

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

**Step 1** Initial inquiries regarding signage and storefronts should be directed to the Crocker Park Tenant Coordinator for all permits and approval letter. The application requires signatures from the landlord and tenant as well as an approval letter from the landlord.

### **Step 2 APPLICATION FILING FOR PLANNING COMMISSION PRE-APPLICATION CONFERENCE**

- Agent and/or owner must be present at the pre-application conference – see planning commission meeting schedule deadlines.

### **SUBMITTAL REQUIREMENTS:**

Fee: \$50 (fifty dollars) Storefronts and Sign Application fee for Planning Commission review and approval  
Mastercard, Visa, Discover, cash, accepted or make check payable to the City of Westlake.

1. Submit three (3) sets of the following to the Planning Department:
  - a. 1 Flash drive or CD with Adobe Acrobat PDF of **all documents** being submitted. Each drawing should be a separate PDF file – not one multiple page PDF.

- b. 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).
  - c. 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*.
  - d. 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*.
  - e. 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).
  - f. a signed letter by the Landlord stating that they have reviewed and approved the proposed storefront and sign designs.
2. One (1) of the three (3) 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".

**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 of **all documents** being submitted. Each drawing should be a separate PDF file – not one multiple page PDF.
1. Submit eight (8) 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. All sets 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 \$10 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.

**WESTLAKE BUILDING DEPARTMENT**

27700 Hilliard Blvd., Westlake, Ohio 44145  
 Phone (440) 617-4105 Fax (440) 617-4144

**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\*
- Sign Criteria and Master Sign Plan -- Mixed Use Area of Crocker Park\*

\*available from the Landlord (in print form) and the Westlake Planning Department (on CD) or at:

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

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

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

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

BUILDING/TENANT INFORMATION	
Single tenant <input type="checkbox"/> Yes <input type="checkbox"/> No	Multi-tenant <input type="checkbox"/> Yes <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a replacement sign for this tenant?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

For Office Use Only:	
Plan.Com.Appl.Fee:	
Plan.Com. Appr.:	
Plan.Dept. Appr.:	
Comments:	

For Office Use Only:			
Sign Area:		Fee:	
Electrical Fee:			
BBS State Tax:			
Total Sign Permit Fee:			