



**BATAVIA TOWNSHIP  
PLANNING & ZONING DEPARTMENT**

1535 Clough Pike Batavia, Ohio 45103

**BATAVIA TOWNSHIP ZONING PERMIT APPLICATION**

**SIGN PERMIT APPLICATION**

Property Owner's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Applicant or contact person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Parcel ID # \_\_\_\_\_ For Business Use:  YES  NO

Sign Description :  Pole  Wall  Monument  Temporary

If Temporary, How much time are you requesting?

3 Month  6 Month  9 Month  12 Month

Sign(s) Size (Height x Width x Depth): \_\_\_\_\_

Total Square Footage: \_\_\_\_\_ SqFt. Max Height: \_\_\_\_\_

Location on Lot: \_\_\_\_\_ Lighting Type: \_\_\_\_\_

Distance From Property Line: \_\_\_\_\_ Distance from R.O.W: \_\_\_\_\_

Do any Variances Apply to this Installation?  YES  NO If Yes, Case #: \_\_\_\_\_

Does this installation involve a "grandfathered" or "non-conforming use" ?  YES  NO

If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_

DATE \_\_\_\_\_ ZONING CERTIFICATE NO. \_\_\_\_\_

FEE \$ \_\_\_\_\_ PD Cash/Check # \_\_\_\_\_ ISSUED BY: \_\_\_\_\_



**ATTACHMENTS**

**Please provide a "to scale" drawing illustrating the dimensions of the sign. If it's a wall sign, include a drawing of the storefront indicating measurements. For freestanding signs, include a site plan indicating distances from property lines and right-of-ways.**

**IMPORTANT NOTICE**

**This certificate will expire if work does not commence within six months of issuance or is not substantially completed within one year. It is agreed by the applicant that any errors or misrepresentations of fact, whether by the applicant or Batavia Township, leading to the issuance of this permit in error or in violation of the Batavia Township Zoning Resolution, will justify revocation of the permit. Furthermore, obtaining this permit does not waive any regulations imposed by other authorities. If relevant, the applicant must inform the Zoning Inspector 24 hours before pouring footers, and right-of-way must be marked for pole signs.**

\_\_\_\_\_  
*APPLICANT'S SIGNATURE*

\_\_\_\_\_  
*OWNER'S SIGNATURE*

Please Review the Batavia Township Zoning Resolution, Article 40: Signs

*Last Revised: 2024-03-28*

**DATE** \_\_\_\_\_ **ZONING CERTIFICATE NO.** \_\_\_\_\_  
**FEE \$** \_\_\_\_\_ **PD Cash/Check #** \_\_\_\_\_ **ISSUED BY:** \_\_\_\_\_