

**VILLAGE OF NEW CONCORD  
APPLICATION FOR ZONING CERTIFICATE  
SIGNS**

***Construction or change of sign shall not start until a signed permit is issued.***

Location/Address: \_\_\_\_\_

Description of sign or change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost of Sign: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Contractor/Representative: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

**Required Attachments:**

1. A drawing of the sign to scale showing all dimensions including size of lettering, all lighting, and all colors. It should also include the **type** of materials proposed, footers and structural details.
2. Signs on structures shall include drawing to scale showing the location on the structure and all dimensions.
3. Free standing signs shall include a site plan drawn to scale showing the entire lot, all structures, parking spaces, ingress, egress, drainage, lighting, sign locations, dumpster locations, fences, sidewalks, landscaping, existing trees and yards, proposed new construction and all distance from property lines.

The undersigned hereby swears that the proposed project in this application and as shown in the attached documents shall be completed as described and that it shall be used for commercial purposes only as permitted by the Village Zoning Ordinances. By signing the application, the property owner and contractor hereby agree that this approval is for Village Zoning approval only and also agree to obtain all other permits and/or approvals required by law and indemnify and hold harmless the Village and all officials for any injury, accident, claim or expense resulting from this project at any point.

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

For Village Use -Approval

Permit Number: \_\_\_\_\_

Fee Received: \_\_\_\_\_

Approved by: \_\_\_\_\_

Zoning Inspector

\_\_\_\_\_

Date