



# Village of New Concord Sign Permit

## VILLAGE OF NEW CONCORD

2 West Main St  
PO Box 10  
New Concord, OH 43762  
740-826-7671

Application # \_\_\_\_\_

Intake Date: \_\_\_\_\_

Information is available on our website:  
[www.newconcord-oh.gov](http://www.newconcord-oh.gov)

The undersigned applies for a sign Permit for the following use, said permit to be issued based on the information contained within this application. The applicant certifies that all information and attachments to this application are true and correct. **Work cannot start until your sign permit is approved.**

Applicants are responsible for checking if they are part of the Architectural Review District. Check the map here: <https://newconcord-oh.gov/wp-content/uploads/2020/12/New-Concord-Zoning-Map-JRF.pdf> to see if your address falls within the Architectural Review District. All properties within this area have required criteria and are subject to approval by the Design Review Board and must complete a certificate of appropriateness application before filing this form.

This form must be completed and returned to the Zoning Officer before any work is done

Complete all relevant fields.

**Please submit this form to the Village of New Concord Zoning Officer located at 2 West Main Street New Concord, Ohio 43762**

- 1. Does your property fall under the Architectural Review overlay district?**  
**Circle one:** Yes No I'm not sure  
**If yes, you must first have an approved certificate of appropriateness.**  
**If you are unsure, check your address on our online zoning map listed above.**
- 2. Owner of Property:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_
- 3. Address of Property:** \_\_\_\_\_
- 4. Contractor:** \_\_\_\_\_  
**Contractor Address:** \_\_\_\_\_  
**Contractor Phone Number:** \_\_\_\_\_



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5. **Current Use (circle one):**      Commercial                  Residential
  
6. **Currently Zoned As:** \_\_\_\_\_ [New-Concord-Zoning-Map-JRF.pdf](#)  
[\(newconcord-oh.gov\)](#)
  
7. **On a separate sheet, attach a diagram of the proposed sign including materials, measurements and color.**
  
8. **On a separate sheet, attach a drawing of the entire property and the placement of the sign in relation to adjacent buildings and roads.**
  
9. **Utility locates must be done for any projects that involve digging. This can be accomplished by calling 811.**
  
10. **Signature of Applicant:** \_\_\_\_\_      **Date:** \_\_\_\_\_

**FOR OFFICIAL USE ONLY:**

Date received by Zoning Officer: \_\_\_\_\_      Application Number: \_\_\_\_\_

OUPS Ticket (if applicable): \_\_\_\_\_

**Checklist:**

- Fee paid
- Drawing submitted
- Certificate of Appropriateness (if applicable)

Fee Paid Date: \_\_\_\_\_      Fee Amount: \_\_\_\_\_

Approved: \_\_\_\_\_      Denied: \_\_\_\_\_

If Approved, Permit Number: \_\_\_\_\_

Signed: \_\_\_\_\_      Date: \_\_\_\_\_  
Zoning Officer or delegate