



INSTRUCTIONS

1. Please complete the following application and mail to City of Youngstown Planning and Zoning Dept., Youngstown City Hall, 26 S. Phelps St. 4th Floor, Youngstown, OH 44503.
2. Please also include a permit application fee (via check, cash, or money order) in the amount of **calculated on the next page** and made payable to the City of Youngstown.
3. Attach detailed drawings of your proposed signs, including the dimensions, placement, and other notable features of the sign.

****YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT INCLUDE PAYMENT AND DRAWING****

APPLICANT INFORMATION

Date of Application	
Name of Applicant	
Mailing Address	
Phone Number	
Email Address	

PROPERTY INFORMATION

Mailing Address	
Parcel ID	

DESCRIPTION OF SIGN NO. 1

Front Setback (If Not Attached to Building)	Feet	<input type="checkbox"/> Not Applicable
Side Setback (If Not Attached to Building)	Feet	<input type="checkbox"/> Not Applicable
Type of Sign	<input type="checkbox"/> Permanent Sign	<input type="checkbox"/> Temporary Sign <input type="checkbox"/> Billboard
Dimensions of Sign	Height:	Width:

DESCRIPTION OF SIGN NO. 2

Front Setback (If Not Attached to Building)	Feet	<input type="checkbox"/> Not Applicable
Side Setback (If Not Attached to Building)	Feet	<input type="checkbox"/> Not Applicable
Type of Sign	<input type="checkbox"/> Permanent Sign	<input type="checkbox"/> Temporary Sign <input type="checkbox"/> Billboard
Dimensions of Sign	Height:	Width:

DESCRIPTION OF SIGN NO. 3

Front Setback (If Not Attached to Building)	Feet	<input type="checkbox"/> Not Applicable
Side Setback (If Not Attached to Building)	Feet	<input type="checkbox"/> Not Applicable
Type of Sign	<input type="checkbox"/> Permanent Sign	<input type="checkbox"/> Temporary Sign <input type="checkbox"/> Billboard
Dimensions of Sign	Height:	Width:

DESCRIPTION OF SIGN NO. 4

Front Setback (If Not Attached to Building)	Feet	<input type="checkbox"/> Not Applicable
Side Setback (If Not Attached to Building)	Feet	<input type="checkbox"/> Not Applicable
Type of Sign	<input type="checkbox"/> Permanent Sign	<input type="checkbox"/> Temporary Sign <input type="checkbox"/> Billboard
Dimensions of Sign	Height:	Width:

CALCULATING YOUR SIGN PERMIT FEE

Permanent Signs

Total Square Feet of All Signs*	
First 50 Square Feet	\$15.00
Each Additional 25 Square Feet	\$5.00
Inspection Fee	\$20.00
Your Total Fee	

*If the sign is double-faced, use only one side of the sign for your calculations

Temporary Signs

Total Square Feet of All Signs*	
Flat Temporary Sign Fee	\$10.00

SIGNATURE

The undersigned hereby certifies that the information contained in this application is true and accurate; that he or she consents to agents of the City entering the premises for inspection and verification of information submitted; and, if a permit is issued, to verify conformance to requirements and conditions of issuance.

Signature of Applicant: _____ Date: _____

CITY OFFICE USE ONLY

Date Processed:	Design Legal <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee: \$
Staff Initials:	Setback Legal <input type="checkbox"/> Yes <input type="checkbox"/> No	Fee Paid <input type="checkbox"/> Yes <input type="checkbox"/> No
DR/HDR/FPR: <input type="checkbox"/> Yes <input type="checkbox"/> No	Materials Legal <input type="checkbox"/> Yes <input type="checkbox"/> No	Receipt #
Status of Permit: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Other	By:	

Reason for Denial (If Applicable): _____