

City of Warren

DIVISION OF BUILDING and SAFETY ENGINEERING

PROCEDURES FOR SIGN APPLICATIONS

- 1.) Section 31-11. **Plans and Specifications.** All preliminary plans and specifications for a sign or outdoor display structure shall be filed on an original application and with two (2) copies of all support documentation. The plans must indicate all dimensions (the outer most dimensions of the sign shall be considered the square footage), materials, and required details of construction, including location on the property, design loads & stresses, method of anchorage and electrical connections. Any zoning exceptions to area, location, or otherwise requires approval from the Zoning Board of Appeals. Zoning personnel at the Building Division are assigned to assist applicants and will accept only complete applications from the licensed sign contractor.
- 2.) Commercial ground sign plans must show the exact location set back from the R.O.W., effected property lines, sign dimensions, and the square footage of both. The plans must have complete lettering or graphics and dimensions shown on the plans. Identify all proposed or existing sign structures, walls, fences, paved areas, and any other additional information (i.e. Site location map, easements, right-of-ways, streets, signs, sidewalks, raised curbs, greenbelts, ponds, and berms.)
- 3.) A non-refundable forty dollar (\$40.00) **plan review fee** must accompany all applications. All applications must supply the correct information and should be concise, legible and in the proper form.
- 4.) All applicants must be registered as a licensed sign erector in the City of Warren. A seventy-five dollar (\$75.00) annual registration fee, complete documentation of licenses, and proof of insurance are required.
- 5.) Only one original sign application should be filled out completely and submitted for each sign (copies and faxes are not acceptable).
- 6.) Greater than twenty square feet, one commercial sign is \$200.00 & less than 20 sq. ft. is \$75.00. The sign connection fee is \$55.00 for the first electrical connection (Same as a circuit).
- 7.) All temporary signs are \$95.00 per sign and are good for one month (Balloons, banners, A-frames, etc).
- 8.) The completed receipt and payment are made to the Treasurer's Office. The Treasurer accepts payment by cash, check or money order. (No credit cards.)

The processing of an application to the Zoning Board of Appeals is a multi-step procedure. The Building Division cannot give any assurance of as to when the application will be heard by the Board. (Currently an application for appeal may take up to three months or more to be heard.) Repeated inquiries only delay the processing.