



**BETHEL TOWNSHIP TRUSTEES**  
**BETHEL TOWNSHIP ZONING DEPARTMENT, MICHAEL GEBHART,**  
**DIRECTOR of PLANNING & ZONING**  
**8735 SOUTH SECOND STREET – BRANDT, TIPP CITY, OHIO 45371**  
**PHONE: 937.845.8472 FAX: 937.845.7316**

**APPLICATION FOR A ZONING CERTIFICATE – SIGN**

<b>App. No.:</b>
------------------

**SECTION I: PROPERTY INFORMATION**

Property Address:			Acreage:
Section:	Town:	Range:	Parcel:
Subdivision Name and Lot No.:			Zoning District:

**SECTION II: APPLICANT INFORMATION**

Applicant (pick all that apply):	<input type="checkbox"/> Property owner	<input type="checkbox"/> Owner's agent (legally appointed)	<input type="checkbox"/> Contractor
Applicant Name:		Phone:	
Address:		City, State:	Zip Code:
Email address:			

**SECTION III: PERMANENT SIGN INSTALLATION**

<b>Requested Action:</b>	<input type="checkbox"/> New Sign	<input type="checkbox"/> Face change only within existing sign cabinet or panel	
<b>Type:</b>	<input type="checkbox"/> Freestanding Sign		<input type="checkbox"/> Building Mounted Sign
<b>Style:</b>	<input type="checkbox"/> Single Sided Cabinet		<input type="checkbox"/> Double Sided Cabinet
<b>Individual Letters (Specify):</b>	<input type="checkbox"/> Solid	<input type="checkbox"/> Channel	<input type="checkbox"/> Rear Illumination (halo)
<input type="checkbox"/> Flat Panel	<input type="checkbox"/> Painted directly on wall/window	<input type="checkbox"/> Directional	<input type="checkbox"/> Menu Board
<input type="checkbox"/> Contains changeable copy			
<b>Illumination:</b> (Check all that apply)	<input type="checkbox"/> Internal		<input type="checkbox"/> External
<input type="checkbox"/> Neon	<input type="checkbox"/> LED		<input type="checkbox"/> Fluorescent
<input type="checkbox"/> Spot or Flood	<input type="checkbox"/> Other (please describe)		
<b>Specifications:</b>	Width (in feet):	Height (in feet):	Total Square Footage (each side):
Overall Height (ground sign) (in feet):		Setback:	
<b>Colors:</b> Specify the colors of all sign elements in the description area below.			
<b>Cost of Job:</b> \$			

**SECTION IV: TEMPORARY SIGN USAGE**

<b>Type:</b>	<input type="checkbox"/> Ground	<input type="checkbox"/> Wall
<b>Specifications:</b>	Sign Dimensions or Area:	Ground sign height in feet:
<b>Dates:</b>	Date sign will be displayed:	Date sign will be removed:

**SECTION V: ADDITIONAL DESCRIPTION FOR THIS IMPROVEMENT**

Please Note: Please provide a narrative state explaining the economic, noise, glare, and odor effects on adjoining properties and the general compatibility with adjacent and other properties in the area.


**SECTION VI: Plan Requirements for Zoning Certificate**

**1. (3) Copies of Plot Plan to scale**

- Plot plan showing the actual shape and dimensions of the lot.
- Exact location and size of existing structures and location of proposed sign must be shown.
- Distance from lot lines of all existing structures and proposed sign.
- Dimensions of all structures and location of all easements and existing utilities.

**2. Sign Drawing:**

- Drawing must include exact size and proposed material of sign.
- Wall signs must include overall height dimension, and linear feet of tenant or building footage.
- Freestanding signs must include overall height dimension, distance from right of way, type of material used to construct the sign base, and distance from any other freestanding sign.

**3. Fees:** Payable by cash or check when you pick up your Zoning Certificate.

- \$25.00 per sign for the first 25 square feet of the sign, \$1.00 for each additional square foot above 25 sq. ft.
- If you plan to pay for your permit by check, please make check payable to the **Bethel Township Board of Trustees.**

I hereby certify that I am the owner of the subject property, or that upon full knowledge of the owner the proposed work is authorized and the owner has authorized me to act as the owner's agent with power and authority to make this application on behalf of the owner; and further that the owner and, if applicable, the owner's agent to conform to all applicable rules, regulations, codes and laws of Bethel Township, Miami County and the State of Ohio; and that all information on this application is true and correct to the best of my knowledge.

\_\_\_\_\_  
Contractor/Applicant                      Date                      Owner                      Date

**Please Note:** This application, if approved, must further be submitted to the Miami County Building Regulations Department, Hobart Center for County Government, 510 West Water Street, Suite 120, Troy, Ohio 45373 for the applicable building permits. Building permits are mandatory before construction begins with in Bethel Township, Miami County. A copy of all zoning certificates received by the Miami County Building Regulations Department shall be signed and dated and returned to the Bethel Township Zoning Department by said office.

**SECTION VIII: ADMINISTRATIVE ACTION**

<b>REVIEWED BY:</b>	<b>FEE:</b>
<b>DECISION DATE:</b>	<b>APPROVED:</b>
<b>REASON FOR APPROVAL OR DENIAL:</b>	