



**RELOCATION OF NON-CONFORMING OFF-PREMISE SIGN
FROM RESIDENTIAL, CBD, UBD, CI and MNC DISTRICTS
CITY OF DAYTON, OHIO**

A. Name of Applicant _____
Mailing Address _____
City _____ State _____ Zip Code _____
Daytime Phone Number (____) _____ Fax Number (____) _____
Email Address _____
Interest of Applicant _____

B. Location and Description of Off-Premise Sign to be Removed

Address _____
City of Dayton Lot Number _____
Parcel I.D. Number _____
Zoning District _____
Name of Property Owner (If Different from Applicant) _____
Mailing Address of Property Owner _____
City _____ State _____ Zip Code _____
Daytime Phone Number (____) _____ Fax Number (____) _____
Area, in Square Feet, of Existing Off-Premise Sign _____
Height, from Ground to Highest Point of Sign or Structure, of Off-Premise Sign _____
How the Existing Sign is Illuminated:

C. Proposed Location and Description of New Off-Premise Sign

Address _____
City of Dayton Lot Number _____
Parcel I.D. Number _____
Zoning District _____

Name of Property Owner (If Different from Applicant) _____

Mailing Address of Property Owner _____

City _____ State _____ Zip Code _____

Daytime Phone Number (_____) _____ Fax Number (_____) _____

Area, in Square Feet, of New Off-Premise Sign _____

Height, from Ground to Highest Point of Sign or Structure, of New Off-Premise Sign _____

How New Off-Premise Sign will be Illuminated, Including Whether Sign will be an Electronic Variable Message Sign:

D. Waivers Requested, if any, from Zoning Code Requirements

Are waivers requested from **150.925.10, Maximum Area of Off-Premise Signs**? If so, describe the waiver(s) requested.

Are waivers requested from **150.925.11, Maximum Height of Off-Premise Signs**? If so, describe the waiver(s) requested.

Are waivers requested from **150.925.12, Setback Requirements for Off-Premise Signs**? If so, describe the waiver(s) requested.

Are waivers requested from **150.925.13, Spacing Requirements for Off-Premise Signs**? If so, describe the wavier(s) requested.

E. Required Attachments

Vicinity map of sign removal location;

Map indicating all off-premise signs within 1000 feet of the proposed removal location (including sign heights and dimensions);

Vicinity map of proposed new sign location;

Map indicating all off-premise signs within 1000 feet of the proposed new sign location (including sign heights and dimensions);

Site plan (see instructions for requirements);

List of property owners within 250 feet of proposed new sign location (see instructions for format);

Mailing labels (see instructions for format); and

Zoning Administration Refusal.

F. Authorization to Visit the Property

Site visits to the property by City representatives are essential to process this application. By signing below, the owner and applicant authorize City representatives to visit and photograph the property described in this application.

G. Property Owner’s Signature of Proposed Removal Location (If Different from Applicant)

Signature of Property Owner

Date

Printed Signature of Property Owner

H. Property Owner’s Signature of Proposed New Sign Location (If Different from Applicant)

Signature of Property Owner

Date

Printed Signature of Property Owner

I. Certification and Applicant's Signature

I hereby certify that the information contained in this application and all attachments is true and correct.

Signature of Applicant

Date

Printed Signature of Applicant



Off-Premise Sign Relocation Application Filing Information City of Dayton, Ohio

Application Requirements

An application for the Relocation of a Non-Conforming Off-Premise Sign by the City Plan Board must be filed in the Department of Planning and Community Development on approved forms and the filing fee paid. Before submitting an application for the Relocation of a Non-Conforming Off-Premise Sign, applicants are strongly encouraged to meet with Zoning Administration and Department of Planning and Community Development staff to discuss the proposed application. Any application that does not comply fully with the application requirements (e.g., inaccurate, incomplete, and/or missing attachments, fee not paid) shall be regarded as incomplete until it is submitted in the proper form. Please note that the Zoning Administrator must provide the Plan Board Secretary with a copy of the Relocation of a Non-Conforming Off-Premise Sign application and materials submitted to Zoning Administration before the Plan Board can schedule the application for review.

The City of Dayton's official zoning code and official zoning map are on the City of Dayton's web site at <http://www.cityofdayton.org/departments/pcd/planning/Pages/ZoningMap.aspx>.

Instructions for Completing Application

Item A. Name of Applicant

Interest of Applicant: The applicant must state his or her particular interest in the case. Applications will be accepted from the property owner, a leaseholder, or person/business with an option to purchase or lease the property.

Items B and C. Location Descriptions

City of Dayton lot numbers and Montgomery County parcel I.D. numbers can be obtained from the Montgomery County Auditor's office and at www.mcrealestate.org. The parcel I.D. is the book, page, and index number of the lot. If the subject property consists of more than one parcel/lot, the City lot numbers and parcel I.D. numbers of all the parcels/lots that comprise the property must be listed.

The existing zoning for the subject property can be found on the zoning map on the City of Dayton's web site, <http://www.cityofdayton.org/departments/pcd/planning/Pages/ZoningMap.aspx> or by calling Zoning Administration at 937-333-3887.

Item D. Waivers Requested

The applicant should describe the waiver that is sought from the City of Dayton Plan Board per 150.125.6 (A) of the Zoning Code. Is a waiver(s) requested from:

- 150.925.10, Maximum Area of Off-Premise Signs;
- 150.925.11, Maximum Height of Off-Premise Signs;
- 150.925.12, Setback Requirements for Off-Premise Signs; and/or
- 150.925.13, Spacing Requirements for Off-Premise Signs?

For example, the new sign would be in the EGC zoning district where maximum sign area is 300 s.f. The proposed sign is 400 s.f.; therefore, a waiver is needed from 150.925.10, Maximum Area of Off-Premise Signs. Accordingly, the application should state, "A waiver of 100 s.f. is requested."

Item E. Required Attachments

Vicinity Maps

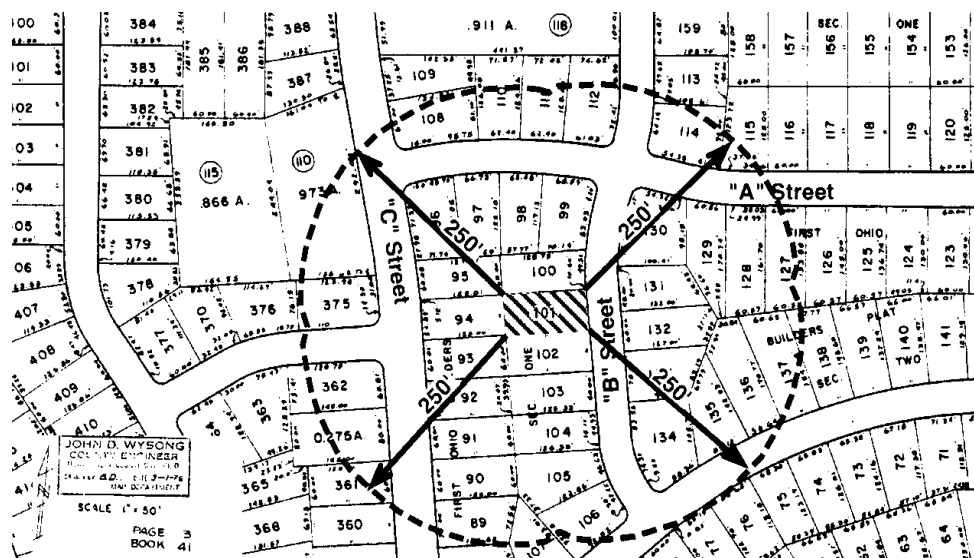
Two vicinity maps are required with application: one showing the sign removal location, and one showing the proposed new sign location. The vicinity maps are to be drawn to a legible scale, with the scale used noted on the map.

The vicinity map showing the proposed new sign location is to show the subject property and all property within 250 feet, street and lot lines, parcel I.D. and lot numbers.

Vicinity maps can be created from information available in the Montgomery County Administration Building, Auditor's Office, 451 West Third Street, Dayton, Ohio; from the Montgomery County, Ohio website (www.mcrealestate.org); or an engineer or surveyor can prepare the map. If the applicant prepares the maps, the page(s) used from the Montgomery County plat books must be identified.

If the vicinity map is larger than 8.5" x 11", a copy reduced to 8.5" x 11" must also be submitted with the application. A .pdf or .jpg file of the vicinity map may be submitted in lieu of paper copies. Figure 1 is an example of a vicinity map.

Figure 1. Vicinity Map



Maps Indicating Locations of Off-Premise Signs

Two sign location maps are required with application:

- One showing all off-premise signs within 1000 feet of the proposed removal location, including their heights and dimensions; and
- One showing all off-premise signs within 1000 feet of the proposed new sign location, including their heights and dimensions.

The sign location maps are to be drawn to a legible scale, with the scale used noted on each map.

Site Plan

A site plan is required that shows all relevant features of property on which the new sign would be located. The site plan is to include:

- Use, location, and height of existing and proposed buildings, if any, that will share the property with the proposed new off-premise sign;
- Location of proposed sign on the subject property;
- Setbacks from any right-of-way line or proposed thoroughfare line shown on the Official Thoroughfare Plan from the nearest point of the sign structure;
- Setbacks from all side lot lines for the sign structure;
- Setback from the rear lot line from the nearest point of the sign structure;
- Overhang of the sign structure, if any, into the public right-of-way; and
- Location and widths of all adjacent public rights-of-way and private streets.

List of Property Owners

Using the maps obtained from the County Auditor’s office, measure 250 feet from the perimeter of the property on which the new sign would be located. List all the names, tax mailing addresses, City of Dayton lot numbers, and parcel I.D. numbers of each property owner wholly or partially within the 250 feet radius, including the subject property. This information can be obtained from the Montgomery County Auditor’s office and at www.mcrealestate.org. The parcel I.D. is the book, page, and index number of the lot. The City of Dayton lot number is listed as the “Legal Description” on the property records found at www.mcrealestate.org. Figure 2 is an example of a list of property owners.

Figure 2. List of Property Owners

Parcel I.D.	City Lot Number (Legal Description from www.mcrealestate.org)	Property Owner	Property Owner’s Tax Mailing Address
R72 04103 0362	65277	George Washington	299 C Street Dayton, OH 45400
R72 04103 0375	65276	Thomas Jefferson	301 C Street Dayton, OH 45400
R72 04103 0095	65275	Abigail Adams	1700 Wisteria Way Utopia, OH 45555

Mailing Labels

Each application must include the property owners list (owner’s name and tax mailing address) developed for “List of Property Owners” above, typed on mailing labels or typed on a mailing label template. An example is shown in Figure 3.

If submitted on mailing labels, three sets of labels are required in Avery 5160 format or an equivalent format. If submitted on a mailing label template, a template equivalent to the Avery 5160 format should be used. The template shown in Appendix A may also be used.

Figure 3. Mailing Labels

George Washington 2100 Park Place Dayton, OH 45400	Thomas Jefferson 2110 Park Place Dayton, OH 45400	Abigail Adams 1700 Wisteria Way Utopia, OH 45555
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Zoning Administration Refusal

The Zoning Administration Refusal is the name of a document the Division of Zoning Administration will provide an applicant. The refusal will state the application for a Zoning Certificate was denied by reason of non-compliance with the requirements of the City of Dayton Zoning Ordinance. A copy of the Zoning Administration Refusal must be attached to this application.

Item F. Authorization to Visit the Property

Self-explanatory

Items G and H. Property Owners' Signatures

The signatures of the property owner where the sign is proposed to be removed and where the sign is proposed to be constructed, if different from the applicant, are required on the application. If two or more individuals own the property, the signature of one of the individuals is required on the application. In the case of a corporation, the signature of the corporate president or duly authorized representative is necessary. If the property is tax exempt, an authorized signatory must sign the application.

Item I. Certification and Applicant's Signature

Self-explanatory. Staff may ask applicant for picture identification.

Review and Approval Process

Plan Board Public Meeting

The City's zoning code requires that the City Plan Board review proposals for off-premise sign relocation from residential, CBD, UBD, CI or MNC Districts. After receipt of a complete application, Planning and Community Development staff will schedule the application for Plan Board review in accordance with 150.925.6 of the city zoning code. Notices of the Plan Board meeting are sent to property owners with 250 feet of the proposed new sign location and to the applicable land use committee. The land use committee may invite the applicant to present his or her application to it at a meeting. If the land use committee has a recommendation on the application, they will forward it to the Plan Board for consideration.

The applicant will have an opportunity to present his or her application at the Plan Board public meeting. In addition, any interested citizen may comment on the application in person or by letter at the public meeting. The Plan Board will review the application using the criteria found in 150.925.6 (B) of the zoning code.

The Plan Board may:

- Approve the application for relocation as submitted; or
- Approve the application for relocation with changes or specific conditions not included in the application as submitted; or
- Disapprove the application. If the Plan Board finds that a proposed relocation does not meet the purposes or requirements of the zoning code, the plan will be disapproved.

If the application is approved or approved with changes or conditions, the Zoning Administrator shall issue a Zoning Certificate and sign permit pursuant to the city zoning code, when all necessary approvals have been obtained from other applicable City departments.

Appendix A Mailing Label Template May be used in lieu of the Avery 5160 template or its equivalent.				