

ROOTSTOWN ZONING ADMINISTRATION

4152 Tallmadge Rd., Rootstown, OH 44272

Phone: 330-325-9341

Email: zoning@rootstowntwp.com

Sign Permit

Application requirements:

1. Copy of the proposed sign; either drawing or photo, depicting the actual colors of the building and sign. The application shall present the sign in a manner which best illustrates how the sign shall be experienced by the public after it is erected on the site.
2. **For signs attached to a building:** A complete building sketch or photograph showing the location of the sign(s)
For freestanding signs: A site plan of the property marking the location of the sign(s) and distances from property lines/road right-of-way;
3. Detailed drawings showing the design of the sign, including size, content, style of lettering, logo and other graphic features, colors of the applied lettering and background, and materials of the sign and the frame or structure
4. Construction, erection or fastening details.

Permit fees are based on the total sign area and will be calculated as part of the review.

Drawings can be submitted by email to zoning@rootstowntwp.com, or by mail or in-person to:
Rootstown Twp. Zoning Dept., 4152 Tallmadge Rd., Rootstown, OH 44272