

CH.46 – Section 4617

Sign Company:
Sign Location:
Project Number(s):
Date Received:

Note: Please label the documents with the corresponding letter below so that each sheet can be located easily. This will help make the review process more efficient. **Two [2] copies of all plans and documents must be provided.**

Required Documents:

- A. Clarification/Cover Letter (Letter providing the reason why the work is to be done)
- B. Scope of Work (Description of work to be done to Billboard)
- C. Original Permit Application (for Site Inspection) by Sign Company
- D. Original Permit Application (for Construction Permit) by Contractor
- E. Original Electrical Permit Application (*If Applicable*)
- F. The “30 Day Notice to Vacate” Letter
- G. Copies of the Executed Lease Agreement
- H. Affidavit from the sign company stating the reason why the sign cannot be relocated according to the Properties set forth in the C.O.H. Sign Code (*Reference Section 4617(a) (4) a, b, c and d*)
***Note: I or J will be determined by this affidavit.**
- I. Original copies of the C.O.H. Sign Owner Waiver [*Reference Section 4617(a) (6)*]
- J. Original copies of the C.O.H. Landowner Waiver [*Reference Section 4617(a) (5)*]
- K. Two [2] sets of the Site/Plot Plan denoting location of Billboard on the property and dimensions from two [2] fixed objects
- L. Supportive documentation for the proposed height above grade (Overall Maximum Height)
- M. Supportive documentation for the Residential/Commercial Percentage surrounding the site (**Please provide the numerical percentage value**) [*Reference Section 4617(a) (4) a, b, c and d*]
- N. Supportive documentation for the spacing between other off-premise signs [*Reference Section 4617(8) (a) & (b)*]
- O. Photos depicting the area where the Billboard has been removed from
- P. Two [2] sets of wet stamped Engineered Construction Drawings
- Q. Most recent scalable survey showing all easements and dimensions (**Done with the benefit of a Title Report**)
- R. Removal Bond [*Reference Section 4617 (a) (10) a, b or c*]
- S. 10 year agreement (**Minimum of four [4] ORIGINAL copies or as required for all parties involved**)

Other requirements may be imposed as circumstances dictate.