

Annual Application for Daily Sandwich Board Signs – Old Montgomery District

10101 Montgomery Road  
Montgomery, OH 45242  
Phone: (513) 891-2424  
Fax: (513) 891-2498



Permit # \_\_\_\_\_

Development Department

In order to be reviewed, each application must include an accurate, detailed sketch or photo of the proposed sign with colors, dimensions and graphics.

**Applicant Information**

Business: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Sign Information**

Dimensions: \_\_\_\_\_ width X \_\_\_\_\_ height

Height including support stand: \_\_\_\_\_ Width including support stand: \_\_\_\_\_

Material: \_\_\_\_\_

Colors: (Note – colors must be approved colors for the Heritage Overlay District, available at City Hall.

Color(s): \_\_\_\_\_

Sign message: \_\_\_\_\_

By signing this application, I acknowledge that I am authorized by the owner to make this application. I agree to conform to the attached guidelines on temporary signs and all applicable laws of the City.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by Montgomery Building Department

Permit approved: \_\_\_\_\_ Permit denied: \_\_\_\_\_ By: \_\_\_\_\_ Date: \_\_\_\_\_

Conditions: \_\_\_\_\_

Fee: \_\_\_\_\_ Date paid: \_\_\_\_\_ How paid: \_\_\_\_\_