



Architectural Sign Package (ASP) Application

To apply online please visit our website at: www.miamitownship.com

APPLICANT AND PROPERTY INFORMATION		STAFF USE ONLY
APPLICANT NAME		FILE INFORMATION
APPLICANT ADDRESS		
SHOPPING CENTER SIGN PROPERTY ADDRESS OR LOCATION		
PARCEL NUMBER(S) - REQUIRED IF NO STREET ADDRESS		RECEIVED AMOUNT / CHECK #
NAME OF BUSINESS / SHOPPING CENTER	AREA (S) CURRENTLY ZONED	CASE NUMBER (S)
PREFERRED CONTACT METHOD EMAIL PREFERRED PHONE PREFERRED	EMAIL PHONE	ZC MEETING DATE
OWNER CONTACT INFORMATION		
OWNER NAME		OWNER PHONE

The applicant shall prepare a definitive statement on how this **Architectural Sign Package** will fulfill the following requirements. Please complete the questions below or attach any necessary information and/or materials that show all necessary requirements have been met.

Describe how the proposed sign package will promote public safety.	
Describe how the proposed sign package will provide a comprehensive collection of signs.	
Describe how the proposed sign package will provide an aesthetically pleasing collection of signs.	

Narrative of Request

In your own words, please **clearly describe** the request to which you are seeking approval **in detail** below. (if there is not enough space, please attach a separate sheet of paper describing your request.)

Application Checklist

Please confirm the following will be included with your submission by checking each corresponding box.

THE APPLICATION FEE AND OWNER SIGNATURES

- Cash or check made out to “Miami Township”. See fee schedule for application fees.
- Form must be signed (and notarized) by **ALL** owners of property proposed for rezoning or modification. This means **ALL** individuals listed on the recorded deed.

REQUIRED PLOT PLAN & DRAWINGS

Please provide a plot plan drawing along with this application that illustrates the following:

1. The boundaries and dimensions of the lot.
2. The size and location of existing and proposed structures, including accessways, walks and off-street parking.
3. The location of all existing signage and all proposed signage.
4. The height, area, and architectural features and dimensions of all proposed signage.

Please provide all submitted plans in the following formats:

ONLINE APPLICATIONS:

- (1) To scale Full Resolution digital PDF

PAPER ONLY APPLICATIONS:

- (1) To scale (full size) printed set
- (1) 11x17 or 8.5x11 printed copy

4106.02 ARCHITECTURAL SIGN PACKAGE

It is recognized that large shopping center complexes have unique physical characteristics, which make the provision of standardized freestanding, wall, and other sign design standards impractical.

1. In order to promote public safety and a more efficient, comprehensive, and aesthetically pleasing collection of signs on large commercial properties, shopping centers in excess of 100,000 square feet may request approval of an architectural sign package. The architectural sign package shall be reviewed under the provisions of Article 6, Section 603 for architectural reviews.
2. The Zoning Commission may permit such modifications to the general standards contained within Article 41 as necessary to accommodate the purposes outlined above provided that:
 - a. Except for blade signs in pedestrian areas, signage that is specifically listed as a prohibited type of sign under this chapter is not permitted; and
 - b. The Zoning Commission may require that specific types of signs such as blade signs be used uniformly throughout all or a portion of a site in order to create a consistent architectural appearance; and
 - c. No approved sign package shall become effective until a signed affidavit from the property owner(s) acknowledging agreement with the approved standards is filed with Miami Township and recorded with said standards by the applicant with Montgomery County. The affidavit must also state that provisions will be made to inform all tenants or leaseholders of such standards and further acknowledging that all future owner(s) and tenants shall be provided a copy of said standards by the then current owner(s). Such standards shall include architectural design guidelines for each sign type to which each tenant shall be held. No sign package shall be approved without detailed standards for sign height, area, quantity, and permitted locations. The provision of several sign display models for different tenants may be permitted, provided each model details the previously noted items; and

Architectural Sign Package Application

- d. Each sign package shall be reviewed upon its ability to provide for general conformance with the existing sign regulations while accommodating the functional requirements of a large shopping center complex with multiple private roads, pedestrian areas, and general traffic management issues; and
- e. Free standing sign heights should be limited, with preference given to the provision of a larger number of monument signs in lieu of larger pole-based signs; and
- f. Wall signs should be proportionate to the wall upon which they are placed and to other signage within the complex; and
- g. Quantities of wall signs should be limited to that required to provide a balanced architectural appearance to the building and other signage in the area; and
- h. Free standing sign quantities shall be limited to that required to provide for the display of information at driveway entrances or exits and other traffic management areas throughout the complex; and
- i. The Zoning Commission may utilize such information as deemed necessary, such as traffic engineering reports or reviews on sight distance or other hazards, in approving or denying the provision of free-standing round signs; and
- j. Upon approval of an architectural sign package, the property shall be bound to the requirements of the sign package and may no longer utilize the potentially less stringent standards of this resolution, except as specifically provided for in the approved sign package. The property owner(s) of record or Zoning Commission may, at any time, file an application to amend a sign package approval. Such hearing for amendment shall be set per the standards of Article 6, Section 603. The Zoning Commission may approve, deny or modify such request based upon the standards of this section for the original approval of a sign package. All amendments approved by the Zoning Commission shall be recorded with Montgomery County by the applicant initiating such request.
- k. Approved sign package standards shall be included as an appendix to the Miami Township Zoning Resolution.

I the undersigned, have read and understand all the above information and have provided all the necessary materials, forms, and information. I further have read section 4106.02 paragraph A, item 2c and agree to obtain a signed affidavit acknowledging responsibility and completion of recording all necessary documents related to this request with Montgomery County.

Applicant Signature

Date



Property Owner(s) Affidavit

Property and Applicant Information

Property Address or Parcel Number(s) Associated with this Application
Type of Application (or Case#)
Applicant's Printed Name or Company
Applicant's Phone
Applicant's Signature
Date

Property Owner(s) Affirmation - (Must be sworn to and signed in front of a notary.)

I (we), _____
Printed Owner(s) Name

Hereby affirm that I am (we are) the owner(s) of one (1) of the above noted properties. I (we) understand that the above applicant has submitted an application regarding my(our) property that will be considered and processed in accordance with the regulations set forth by the Miami Township Zoning Resolution. I (we) authorize Miami Township to enter and place a Public Hearing Notification sign on the property, photograph said property, and/or obtain aerial imagery on above the property as needed from now until the conclusion of these proceedings. I (we) understand that the materials provided by the applicant are subject to public record and will be considered in rendering a decision on this request.

Owner #1 Signature
Owner #1 Printed Name
Date
Owner #1 Mailing Address
Owner #1 Phone Number

State of _____, County of _____ } ss.
Being duly sworn/affirmed, _____ personally appeared before me and subscribed in my presence on this day, _____ 20 _____.
Notary Stamp
Notary Public Signature
My Commission Expires

Owner #2 Signature (if applicable)
Owner #2 Printed Name
Date
Owner #2 Mailing Address
Owner #2 Phone Number

State of _____, County of _____ } ss.
Being duly sworn/affirmed, _____ personally appeared before me and subscribed in my presence on this day, _____ 20 _____.
Notary Stamp
Notary Public Signature
My Commission Expires



Hearing Information for Zoning Commission Applicants

Please **keep this information** to assist you through the process after your application is submitted.

MIAMI TOWNSHIP STAFF PROCESS

Pre-Application Meeting with the Staff of the Miami Township Planning & Zoning Department (Recommended). The Staff is under no obligation to provide a formal recommendation at the time of the pre-application meeting, and any formal staff recommendation will be made only upon submission and review of a completed application. No statement made by Staff is binding on either the Zoning Commission or the Board of Trustees.

Submission of Completed Application. All documents and plan drawings must be submitted at this time.

Montgomery County Planning Commission Review. Materials are forwarded to the county planning commission for review and formal recommendation if required or otherwise deemed necessary by Miami Township. You may contact the County at 225-4351 for the dates and times of their meetings. Materials may also be forwarded to other departments and outside agencies/organizations as required or deemed appropriate by Staff.

Legal Notices are Prepared and placed in the newspaper and/or mailed to residents as required by the Miami Township Zoning Resolution.

Staff Report is Prepared and submitted along with application materials to the Miami Township Zoning Commission.

HEARING BY ZONING COMMISSION

- § The case is placed on the agenda by the Staff. The chair of the Zoning Commission may modify the order in which cases are heard at his/her discretion.
- § The Zoning Commission opens the case.
- § All speakers should speak only to the Zoning Commission and the Chairman may establish a time limit on speakers. Upon request, the chair may authorize questions of the Staff.
- § A staff report is presented by one of the members of the Planning & Zoning Department. This will include a reading of the Montgomery County Planning Commission recommendation, if such recommendation was required for the case.
- § The applicants or their representative presents the case to the Zoning Commission.
- § Proponents of the case are given an opportunity to speak.
- § Opponents of the case are given an opportunity to speak
- § The Zoning Commission will close the public hearing and enter into deliberations on the case.
- § Planned Development requests require a review of the Findings of Fact standards of Article 31.
- § The Zoning Commission is the final determining body for an Architectural Sign Package.
- § Once a determination is made by the Commission, contact the Miami Township Staff regarding any necessary further action regarding applying for a zoning certificate or submitting an appeal.

GENERAL INFORMATION FOR APPLICANTS AND OWNERS

All **applicants and property owners** should review the latest comprehensive planning documents and the most current zoning resolution available as it pertains to the area proposed for rezoning or modification prior to submittal of an application.

All materials submitted as part of this application are **public record** and will be made available for review upon request of any interested party.

The application, and any other relevant information, may be **submitted to outside agencies and organizations, both public and private**, that the Staff, Zoning Commission, or Board of Trustees desire to have review said materials. These may include, but are not limited to, the Ohio Department of Transportation, Montgomery County, local school districts, and local utilities. This review in no way removes the applicant's responsibility to ensure compliance with the rules and/or regulations of any of these outside agencies or organizations.

By submitting this application, the applicant and property owners grant **permission to place public notice signs on the property and take photos**. Aerial photography of the site may also be utilized in reviewing an application.

Inaccurate or incomplete information provided with or within the application package may delay the processing of the application and/or delay any scheduled public hearings. The Zoning Commission and/or Board of Trustees may table the case due to missing or incomplete information.

Applicants are expected to attend all public hearings regarding the application, and a failure to appear could result in the postponement of action on the application, and final action will be left to the discretion of the Zoning Commission or Board of Trustees within the constraints of the Miami Township Zoning Resolution. You may send a representative on your behalf.

All owners of the property must sign and have notarized the property owner's affidavit as part of any application. Please print additional pages of this form if needed.