

# Short North Arts District Sidewalk Sign Permit Guidelines



These guidelines are applicable to all businesses within the area bounded by Goodale Street to the south, King Avenue to the north, Pearl Street to the east, and Park Street to the west. These guidelines apply to all forms of signs, including business identification, “open” signs, real estate signs, and any form of promotional signs that are positioned in the public right-of-way (as defined by the face of a building or property line on one side of the street to the face of the building or property line on the opposite side of the street).

1. Maximum of one sign per business, unless there is a collaborative corner sign as noted below.
2. When a business fronts 2 streets, the store front (and subsequent sign placement) is determined by the mailing address of the business.
3. Sign must be constructed of durable material that will withstand the year-round impact of the weather.
4. Sign must be sufficiently weighted and constructed to withstand strong winds.
5. Signs (including base, holder, frames, etc...) shall not exceed 24" in width and 48" in height from ground.
6. All sidewalk signs must have permanent lettering and logos pertaining to the business. Chalkboard inserts are permissible.
7. Signs must be presented in good taste and in good condition at all times.
8. Signs may not be run on electricity, have light components or have motion.
9. Signs may be positioned 1/2 hour before the business opens and must be removed no later than 1/2 hour after the business closes.
10. Permission must be obtained from the business owner and property owner to place a sign in front of a business or lot other than your own.
11. Signs must be in front of an individual business without encroaching upon the frontage of another business.
12. On side streets involving multiple businesses, all businesses must be given the opportunity to participate in a cooperative sign with equal recognition before any individual business' application will be considered for a dominant corner position. Businesses participating in a collaborative corner sign may still apply for an individual sign to be positioned directly in front of their business.
13. Signs shall be located a minimum of 10 feet from any other sidewalk sign.
14. Signs must be positioned within one foot of the building or property line, and must allow a minimum four-foot clearance for pedestrian traffic. Signs must not interfere with pedestrian traffic or be hazardous in any way. Signs cannot be positioned in the middle of the sidewalk or at curbside.
15. Signs must be freestanding and may not be affixed to any street fixtures (trees, meters, lampposts, grates, etc...) in any manner.

# Short North Arts District Annual Sidewalk Sign Permit Application



Before completing this application, please review the Sidewalk Sign Permit Guidelines to insure your sign will meet code requirements.

Date \_\_\_\_\_

Business \_\_\_\_\_

Address \_\_\_\_\_

Applicant's Name + Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Desired Location of Sign \_\_\_\_\_

Days and Hours of Display \_\_\_\_\_

Sign Construction Material: \_\_\_ Wood \_\_\_ Metal \_\_\_ Plastic \_\_\_ Other \_\_\_\_\_

Sign Dimensions: Height from ground to top of sign, in inches \_\_\_\_\_ Width in inches \_\_\_\_\_

\_\_\_ I have read, and agree to abide by the Sidewalk Sign Permit Guidelines  
(Please check box and sign below)

Applicant's Signature \_\_\_\_\_

If you are applying for a corner sign in front of or beside another business, you will need the approval of the business owner to place the sign.

Corner business owner to complete: I approve of \_\_\_\_\_ (applicant's business)

placing a sign \_\_\_ in front of or \_\_\_ beside my business, \_\_\_\_\_ (corner business).

\_\_\_\_\_  
Corner Business Owner (Print)

\_\_\_\_\_  
Corner Business Owner (Signature)

If this is a renewal, and the sign already exists, you may optionally send photos of both sides. Otherwise, please provide a detailed sketch of the intended sign, including graphics and message.

## Submit this form, supporting documentation and annual processing fee of \$60 to:

Short North Business Association • SNBA Sign Committee  
1126½-A N High St Columbus, OH 43201

The SNBA Sign Committee will review your application. It will then be forwarded to the city for final processing. The city will not process applications that have not been first reviewed by the SNBA Sign Committee. Please call 299-8050 with questions regarding the processing of your application. Your permit is valid for one year from date of issue, and must be renewed annually through this process.

SNBA Office Use Only: Recommended Action \_\_\_\_\_

Date: \_\_\_\_\_

SNBA Representative \_\_\_\_\_