

**CITY OF BEREA – PLANNING COMMISSION.**  
11 BEREA COMMONS, BEREA, OHIO 44017  
Phone: 440/826-5814 / Fax: 440/826-4800



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## **SIGN APPLICATION CHECKLIST**

**(Attach this form to your application)**

HAVE YOU.....

- 1) Included 12 copies of ‘Application for Sign Permit?’ (FORM #SPA)
- 2) Included 12 copies of ‘Application for Hearing before Planning Commission?’ (FORM #PCA)
- 3) Included 12 copies of your “Hardship Letter” if requesting a Variance?
- 4) Checked to see if you are in the “H.A.R.B.” area, OR if the structure is more than 100 years old?
- 5) Attached your check to ‘City of Berea’ in the amount of \$25?
- 6) Folded your drawings to size (9\_ x 12\_ max) in sets and attached this Sign Application Checklist (FORM #SAC) to each set?
- 7) Included 12 color elevation drawings or photos?
- 8) Checked the Planning Commission deadline date?
- 9) Met or spoken with the Building Official ahead of the deadline date?
- 10) Arranged for sign company rep. and business owner’s rep. to be present at Planning Commission meeting?

Signature \_\_\_\_\_

Date \_\_\_\_\_