



March 28, 2018

Dear Property/Business Owner,

With warm weather around the corner and Spring clean-ups soon underway, we want to ensure our community is looking its best. We have noticed an increase in the use of temporary signage throughout the Village and this is a courtesy letter being sent to all property/business owners as a reminder of the requirements for temporary signs pursuant to section 1163.17 of the Planning and Zoning Code. A few points to call attention to include:

- A Temporary Sign shall mean a sign that is designed to be used only temporarily and is not intended to be permanently attached to a building, a structure or permanently installed in the ground;
- There shall be no more than one temporary or banner signs each not more than 30 square feet; and each sign shall have a maximum height of six feet above grade;
- Each sign shall not be less than 15 feet from a road right-of-way except the Commission may permit signs less than 15 feet from a road right-of-way in CH-I and CH-II districts;
- Signs shall be permitted for a maximum of **60 days** each calendar year;
- Temporary signs that are created in order to announce a specific event shall be removed within seven days after the close of such event;
- All temporary ground signs and banner signs except ideological signs shall be registered and de-registered with the Planning and Zoning Department,
  - There are no fees associated with registering/de-registering temporary signs; and
  - To register/de-register a temporary sign, complete a Temporary Sign application (located online at [www.richfieldvillageohio.org](http://www.richfieldvillageohio.org) and click on 'Planning and Zoning' located under the government tab).

If you have any questions, please call the Planning and Zoning Department at (330)659-9201, ext. 6.

Sincerely,

Brian M. Frantz  
Director of Planning and Zoning

Enclosure: Chapter 1163

c: Mayor  
File