

**Zoning Sign Installation Procedure:**

1. Sign(s) must be picked up by the applicant after application is submitted.
2. Sign(s) must be installed seven days prior to the first scheduled neighborhood group meeting, or within ten days of filing if there is no group.
3. Applicant shall email a photo of installed sign(s) on the subject site to the assigned planner or to [zoninginfo@columbus.gov](mailto:zoninginfo@columbus.gov). Photo should clearly show the sign(s) and surrounding area
4. A sign will be required along each street frontage. For sites having more than 1,000 feet of street frontage, one sign shall be installed for every 500 feet and spaced evenly.
  - a. Sign(s) should be installed 10' back from the sidewalk. For sites with no sidewalks, the sign shall be placed ten feet back from the right-of-way line.
  - b. Grass on the parcel should be kept to less than 12" high.
  - c. The application number must be clearly visible from the street.
5. Sites where sign(s) cannot be installed in the ground, sign(s) shall be placed on the first floor of the building close to the entrance.
  - a. The application number must be clearly visible from the street.
  - b. The sign can be securely attached to a fence if that is the only option.
6. Alternative locations for signs shall be permitted at the discretion of staff.
7. Applicant shall be responsible for ensuring sign(s) remains installed throughout the application process. Should the sign(s) be stolen, lost, damaged, or defaced, applicant must contact the assigned planner for a replacement.
8. Sign(s) shall be removed and disposed of within one week of disposition of the application (approval, defeat, or withdrawal).