

**City of Gahanna
Community Sign Application and Policy**

There is no fee, but applicant must provide sign. Copies of approved or rejected applications will be returned to the applicant by mail or email within five (5) business days of receipt.

Name of Organization _____

Contact Name _____

Mailing Address _____

Contact Phone _____ Email _____

Date of Event _____

Dates Requested for Sign _____

***Signs are put up and removed on Mondays. The only exception is when a holiday falls on a Monday.**

Preferred sign location (circle all that apply):

- | | |
|--|--|
| 1. S. Hamilton Road & Morrison Road | 6. Johnstown Road & 270 exit |
| 2. Stygler Road & eastbound 62 | 7. Stygler Road & westbound 62 |
| 3. Morse Road & Cherry Bottom Road | 8. Stygler Road & McCutcheon Road |
| 4. Johnstown Road & Cherry Bottom Road | 9. Johnstown Road & YMCA Place |
| 5. Havens Corners Road & Taylor Station Road | 10. S. Hamilton Road & Tech Center Drive |

Sign size: 47 5/8" x 47 5/8" (one half of Community Sign area)

Describe your event and benefit to the community (attach additional sheets as needed):_

I have read and agree to adhere to the provisions of the community sign policy. I understand that failure to follow these provisions may result in no further use of this free service.

Signature _____ Date _____

For City Use

Application: _____ Approved _____ Not Approved

Notes: _____

Signature _____ Date _____

Community Sign Policy

The City of Gahanna has a number of community sign locations to further promote non-commercial or non-political events and activities that benefit the community. These signs are located at the City's major intersections and will be a reflection on the City, hence the below requirements.

The locations of these community signs are:

1. S. Hamilton Road and Morrison Road
2. Stygler Road and eastbound 62
3. Morse Road and Cherry Bottom Road
4. Johnstown Road and Cherry Bottom Road
5. Taylor Station Road and Havens Corners Road
6. Johnstown Road and 270 exit
7. Stygler Road and westbound 62
8. Stygler Road and McCutcheon Road
9. Johnstown Road and YMCA Place
10. S. Hamilton Road and Tech Center Drive

**** The Granville and Mill Streets signs will focus on Olde Gahanna activities sponsored by the City and supported organizations. Please contact the Parks and Recreation Department at 614-342-4250 for use of this sign.

Temporary signs for charitable organizations, schools, community, other public or semi-public organizations and churches shall be permitted, provided the area of such sign does not exceed 47 5/8" x 47 5/8" (one half of the Community Sign area). This includes, but is not limited to, Gahanna-based non-profit organizations such as the City of Gahanna, Olde Gahanna Community Partnership (OGCP), Gahanna Convention and Visitors Bureau, Gahanna Area Chamber of Commerce, Gahanna Events, school-related booster organizations and other local civic organizations. The applicant shall provide the sign.

The following are policies and procedures for community signs:

- Reservations are made on a first-come, first-served basis and must be made at least fourteen (14) days prior to the event.
 - § On the first business day of December, an applicant can submit their requests for the coming calendar year.
- All signs for the above listed locations must be approved by the Planning and Zoning Administrator.
- The Planning and Zoning Administrator retains the right to reject an application, or have a sign removed, based on a sign's poor design / production / construction or failure to correspond to the rendition and colors of the application.

- Each applicant must submit a rendition of the sign as close to the actual production as possible. Exact colors to be used must be shown on the rendition, or exact paint chips of the colors must be submitted along with the application.
- Community signs are a reflection on the City; therefore, all signs must have a professional appearance using no more than three (3) colors. Neon, ultra-bright or glow in the dark paint or lettering is not permitted.
- Signs must be constructed of 47 5/8" x 47 5/8" foot plywood or plastic of 3/8 or 1/2 inch thickness. Only one side of the material may be used for the message.
- Usage of any sign location may begin no more than fourteen (14) days prior to the related event, unless the Planning and Zoning Administrator grants special permission. In most cases, signs may be posted for no longer than fourteen (14) days unless no other community events are posted and space is available. **Signs will be put up and removed on Mondays. The only exception will be when a holiday falls on Monday.**
- In the interest of providing exposure to as many community events as possible, sign posting is limited to five locations. Should other locations remain open; the applicant may be given permission to post additional signs at other locations.
- City of Gahanna events and programs will be given priority use of these signs at all times.
- If approval is granted, the signs will be installed and removed by the Parks and Recreation department.
 - § Applicant shall call the Parks and Recreation department at 614.342.4250 to schedule a drop-off and pick-up date and time with the Facilities Supervisor.
 - § Signs must be delivered to and picked up from the Parks and Recreation Department, 152 Oklahoma Ave, Gahanna, OH 43230.
 - § They must be received no later than three (3) business days prior to the date they are to be displayed. Signs not received three (3) business days prior to the date of display will not be placed on the Community Sign board.
 - § All signs must be picked up within three (3) business days after the end of the application period.
 - § The City assumes no liability for the signs during temporary storage, installation or display period.
- Failure to comply with any of the listed policies will eliminate the organization from receiving approval for future signs.

Recommendations

Here are some recommendations on making your sign an effective communication piece for your event. These are not required, but can make your sign work harder.

- The average driver will have six (6) seconds or less to safely read your sign.
- Use contrasting colors.

- Light backgrounds with darker letters tend to read better.
- Keep the message short and letters large. Ideal height for letters is seven (7) inches.
- Do not use script or fancy lettering and avoid fonts with thin letters. Use thick, easy-to-read letters.
- Try to keep your message under six (6) lines of copy.
- Make event and contact information largest and boldest.
- Give a general idea of your event and a way to contact you for details.
- Include: event, time, date, place, organization, contact information.
- Make any graphics large and easy to recognize.
- Don't be afraid to leave some open space, it makes your sign easier to read and more effective. Too much coverage clutters your message and people are less likely to read it.