



# Community Sign Application

City of Gahanna, Ohio ■ 200 S. Hamilton Road, Gahanna, OH 43230  
Phone: (614) 342-4275 ■ Email: [parksplanning@gahanna.gov](mailto:parksplanning@gahanna.gov)

Permit # \_\_\_\_\_

There is no fee, but **applicant must provide a color 8 1/2 x 11 sign proof** a minimum of two weeks prior to the drop off date. Copies of approved or rejected applications will be returned to the applicant by email.

Event Name \_\_\_\_\_

Name of Organization \_\_\_\_\_

Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Contact Phone \_\_\_\_\_ Email \_\_\_\_\_

Date of Event \_\_\_\_\_ Monday Date(s) Requested for Sign \_\_\_\_\_

(Maximum 2 weeks prior to event)

**Signs are put up and removed on Mondays. The only exception is when a holiday falls on a Monday. Refer to item 10 of the sign policy for instructions on sign drop off & pick up.**

Preferred sign location (mark all that apply): maximum of 4 signs per applicant.

- |   |  |
|---|--|
| <input type="checkbox"/> 1. S. Hamilton Road & Morrison Road    | <input type="checkbox"/> 5. Johnstown Road & 270 exit      |
| <input type="checkbox"/> 2. Stygler Road & eastbound 62         | <input type="checkbox"/> 6. Stygler Road & westbound 62    |
| <input type="checkbox"/> 3. Morse Road & Cherry Bottom Road     | <input type="checkbox"/> 7. Stygler Road & McCutcheon Road |
| <input type="checkbox"/> 4. Johnstown Road & Cherry Bottom Road | <input type="checkbox"/> 8. Johnstown Road & YMCA Place    |

## 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 \_\_\_\_\_

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### For Internal Use

Application: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

Notes: \_\_\_\_\_

Parks & Facilities Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

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Sign Locations Reserved: \_\_\_\_\_



## 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. Johnstown Road and 270 exit
6. Stygler Road and westbound 62
7. Stygler Road and McCutcheon Road
8. Johnstown Road and YMCA Place
9. S. Hamilton Road and Tech Center Drive

Temporary signs for non-profits, charitable organizations, schools, community, and churches shall be permitted, provided the size is 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, Gahanna Convention and Visitors Bureau, Gahanna Area Chamber of Commerce, school-related booster organizations and other local civic organizations.

**The applicant shall provide the sign.**



## Policies and Procedures

1. Reservations are made on a first-come, first-served basis and must be made at least twenty-one (21) days prior to the event.
  - a. On the first business day of December, an applicant can submit their requests for the coming calendar year.
2. All signs for the above listed locations must be approved by the Parks & Facilities Superintendent.
3. The Parks & Facilities Superintendent retains the right to reject any application. The Superintendent may also 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.
4. 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.
5. 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.
6. Signs must be constructed of coroplast or similar material and be sized 47 5/8" x 47 5/8" and be 3/8" thickness. Only one side of the material may be used for the message.
7. Usage of any sign location may begin no more than fourteen (14) days prior to the related event, unless the Parks & Facilities Superintendent 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.**
8. In the interest of providing exposure to as many events as possible, sign posting is limited to four locations.
9. City of Gahanna events and programs will be given priority use of these signs at all times.
10. If approval is granted, the signs will be installed and removed by the Parks & Recreation department.
  - a. Applicant shall call the Parks & Recreation department at 614.342.4275 to schedule a drop-off and pick-up date and time with the Parks & Facilities Superintendent.
  - b. Signs must be delivered to and picked up from the Parks & Recreation Department, 152 Oklahoma Ave, Gahanna, OH 43230.
  - c. 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 until the following week (if applicable).
  - d. All signs must be picked up within three (3) business days after the end of the application period. Any signs remaining after this period will be destroyed.
  - e. The City assumes no liability for the signs during temporary storage, installation or display period.
11. Failure to comply with any of the listed policies will eliminate the organization from receiving approval for future signs.



## Recommendations

Below are recommendations on making your sign more effective as the average driver will have six (6) seconds or less to safely read your sign.

- Use contrasting colors.
- Make event and contact information more prominent.
- Light backgrounds with darker letters are recommended.
- Leave open space, makes sign easier to read.
- 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.
- 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.