

**VILLAGE OF SOUTH RUSSELL  
ARCHITECTURAL BOARD OF REVIEW  
SIGN REVIEW APPLICATION**

**SIGN APPLICATION REQUIREMENTS:**

Applicant shall provide three (3) hard copies and one (1) electronic copy of the following (all must be collated into complete sets):

- Sign the application and include the **\$90.00 (non-refundable) Architectural Review Board fee** with submission.
- The designs and colored layout of each sign proposed, including the total area of all signs and the area, height, character, materials, colors and type of lettering or other symbols of individual signs. Material samples may be requested.
- Photographs or drawings of the building for which the signs are proposed.
- A dimensional site plan and building elevation showing the exact locations of each sign in relation to the building and property lines. Also included shall be the dimensions of the width of the building or building unit face or faces. Distance from R.O.W. and distance from side property lines is required.
- Details and specifications for construction, erection and attachment as may be required by the Ohio Building Code, including the name of the sign contractor, electric contractor (if applicable) or company.
- A written confirmation from the owner/property management company that the proposed sign submitted is approved.

**The Architectural Board of Review meets the first and third Tuesday of every month.**

“The Architectural Board of Review shall review and act on applications for permanent signs, according to the design standards provided in Chapters 4, 5, 6, where applicable and Chapter 9 of the South Russell Village Zoning Code, in addition to the applicable standard of review and procedures required by the Architectural Review Board in Section 264.11 of the Codified Ordinances.”

**PROCEDURE:**

- If “APPROVED”, drawings will be returned to the Building Department for structural review, fee’s and deposits. A Zoning Permit is required from the Village Zoning Inspector and must be obtained once the sign is approved by the ABR, as Section 3.01 of the Zoning Code requires such zoning permit for any sign that is erected, enlarged or moved in whole or in part. Permits are issued by the Building Department.
- If “APPROVED AS NOTED”, revise and submit three corrected complete sets and one corrected electronic set of drawings to the Building Department for processing of ABR stamp. Approved plans are then returned to the Building Department for structural review, fee’s and deposits. Permits are issued by the Building Department.
- “REVISE AND RESUBMIT” and “PRELIMINARY” DRAWINGS are to be revised per the ABR’s suggestions. Submit three corrected sets and one electronic corrected set of drawings to the Building Department no later than 7 days prior to the meeting for ABR’s review at the next scheduled meeting.

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SIGN REVIEW APPLICATION**

Date: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Is this a NEW Business \_\_\_\_\_ or EXISTING Business \_\_\_\_\_

Approval Building Owner / Property Manager Signature: \_\_\_\_\_

OFFICE USE ONLY	
ABR FEE:	\$ 90.00
ABR APP #:	_____
ABR RECEIPT #:	_____
SIGN APP. #:	_____
SIGN PERMIT FEE:	_____
SIGN APP RCPT #:	_____
SIGN PERMIT #:	_____

BUSINESS NAME ON SIGN: \_\_\_\_\_

To be erected at: \_\_\_\_\_

Building / Unit Frontage: \_\_\_\_\_ Feet

Business Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

SIGN CONTRACTOR: \_\_\_\_\_ ELECTRICAL CONTRACTOR: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**DESCRIPTION OF SIGN (A SITE PLAN SHOWING THE SIGN LOCATION, DISTANCE FROM R.O.W. AND DISTANCE FROM SIDE PROPERTY LINE IS REQUIRED):**

Type of Sign: \_\_\_\_\_

Width \_\_\_\_\_ Height \_\_\_\_\_ Area \_\_\_\_\_ sq. ft.

**MATERIAL:**

Face \_\_\_\_\_ Color \_\_\_\_\_ Letters \_\_\_\_\_ Color \_\_\_\_\_

Box \_\_\_\_\_ Color \_\_\_\_\_ Letters \_\_\_\_\_ Color \_\_\_\_\_

**ILLUMINATION:** Internal \_\_\_\_\_ External \_\_\_\_\_

Type of Lights \_\_\_\_\_

**\*\*\*UPON BOARD APPROVAL A BUILDING PERMIT MUST BE OBTAINED.\*\*\***

Building Department: \_\_\_\_\_ Zoning Status: \_\_\_\_\_ Size of Building: \_\_\_\_\_

Existing Signage: Ground \_\_\_\_\_ Building \_\_\_\_\_

Allowed Signage: Ground \_\_\_\_\_ Building \_\_\_\_\_

ARCHITECTURAL REVIEW BOARD APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_