



Village of South Russell  
ARCHITECTURAL REVIEW BOARD  
SIGN REVIEW APPLICATION  
440-338-1312  
building@southrussell.com

Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

OFFICE USE ONLY	
ARB CASE #:	_____
ARB FEE:	\$ 90.00
ARB APP #:	_____
ARB RECEIPT #:	_____
ZONING STATUS:	_____

Address of Property: \_\_\_\_\_  
Permanent Parcel Number of Property: \_\_\_\_\_  
Owner of Record of Property (if different than Applicant) \_\_\_\_\_  
Property Manager (if different than Owner of Record) \_\_\_\_\_

***If Applicant is not Owner of Record of Property or Property Manager, Applicant must provide permission from Owner of Record or Property Manager to Submit this Application.***

Owner of Record of Property or Property Manager Signature Permitting Submission of Application:  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Is this sign application for a NEW Business \_\_\_\_\_ or EXISTING Business \_\_\_\_\_?  
BUSINESS NAME ON SIGN: \_\_\_\_\_  
Building / Unit Frontage: \_\_\_\_\_ Feet

**\*\*REQUIRED ZONING APPLICATION (Z-1 FORM) MUST ACCOMPANY THIS APPLICATION\*\***

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 ROAD RIGHT-OR-WAY 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 \_\_\_\_\_

**Please complete other side**



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**\*\*\*UPON BOARD APPROVAL, PERMIT(S) MUST BE OBTAINED.\*\*\***

**If Board approval is obtained, the applicant, by signing below, hereby acknowledges and understands that permits must still be obtained from the Building & Zoning Department prior to starting any work.**

**Applicant's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

ARCHITECTURAL REVIEW BOARD ACTION: \_\_\_\_\_

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

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

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