

CITY OF STRONGSVILLE ARCHITECTURAL REVIEW BOARD

SIGNAGE APPROVAL PROCESS PACKET

Signage Only:

- A completed Architectural Review Board Application **Form C**. (Use one application form for each sign).
- (10) colored drawing with all dimensions called out (to scale).
- Provide a color chip for the proposed sign.
- Two (2) site plans locating said sign(s) on the building or ground area (to scale). If this is a new wall sign, provide an elevation of the unit noting the amount of unit frontage and if just a reface of an existing sign, a colored photo could also be submitted, (include pictures of the other existing signs on entire mansard).
- A Building Permit Application (obtained from the Building Department).
- A check for **\$25 per each sign** made payable to the **City of Strongsville**.
- If the sign is part of a Master Sign Program for a Shopping Plaza, the drawing must have approval by the Landlord with a copy of the sign-off submitted with the package.

If presenting an entire Master Sign Program for a Retail Center or Multi-Tenant Building, the fee is **\$100**. You must also submit a **Tenant Wall Sign Criteria** which is to include: General Criteria, Type of Sign (Box or Channel Letters), Size (Maximum height of a one line sign and also for a two line sign), Letter Style, Permitted Colors -choice of 3 or 4 with white being a given, for actual copy, returns, trims and raceway (please note if a graphic is permitted in your Master Sign Program), Letter Style, Placement, Construction, Mounting (flush or raceway), Electrical requirements, Approval Procedures for Landlord (and City). **The City will require a sign-off by the landlord for any future tenant sign.**

The Architectural Review Board meets on **Tuesdays**, twice monthly. A yearly calendar of meetings is posted on this site. All submittals must be in to the Board Secretary two (2) weeks prior to an ARB meeting. The ARB meetings are held in the Conference Room at the **Service Center (16099 Foltz Industrial Parkway) off Rt. 82 west of Prospect Road beginning at 9:00 A.M.** You can confirm your meeting date on this web site by accessing the current agenda.

If the sign proposal is approved by the Board, the Building Department will notify you when the actual sign permit can be picked up. **A Building Permit fee will be charged to you at that time. You may not install the sign(s) until you have the permit in hand.**

The contractor installing the sign must be registered with the City of Strongsville. Contact the Building Dept. for direction in getting registered. Also, a disconnect is required on electrical signs. You must call 24 hours in advance for an electrical inspection.

Should you require additional information or have questions, please feel free to contact Mitzi Anderson at 440/580-3166.

FORM C

FEES \$25.00 per Sign _____

Revised 1/7/05

**CITY OF STRONGSVILLE
ARCHITECTURAL REVIEW BOARD APPLICATION
SIGNAGE ONLY**

Date of Application: _____

Client / Project Name: _____

Address: _____ City & State _____ ZIP: _____

Bus. Phone () _____ Fax: _____

Shopping Plaza Name (if part of) _____

Permanent Parcel Nos. Involved: _____ Zoning Classification: _____

Property Owner's Signature: _____
(Required if part of a Master Building Sign Program)

Representative's Company Name: _____

Name of Rep: _____

Address: _____ City & State: _____ ZIP: _____

Rep's Bus Phone: () _____ FAX:() _____

E-mail Address: _____

Building Size:

Frontage: _____ Width of Existing Unit Frontage (if part of a multi-tenant bldg.) : _____

Prop. Sign Height _____ Prop. Sign Width: _____ Total SF _____ Overall
Call out in feet plus any inches, not just inches. (Sample: 5'-9" x 14')

Is this a: New Sign _____ Reface: _____ Sign Program for Entire Bldg. _____
Revision to Master Sign Program _____

Boxed Wall Sign _____ Channel Letter Wall Sign _____ Ground _____ Pylon _____ Awning _____

Directional _____ Tenant ID Sign _____

Color of: Background _____ Color of Copy _____

Color(s) of Graphic(s): _____

Color of Trim _____ Color of Returns _____ Color of Raceway _____

Materials: (Check All that Apply):

Masonry _____ Wood _____ Plastic _____ Vinyl Letters: _____ Canvas: _____

Illumination: (Check One) Internal _____ External _____ Non-Illuminated _____