

# 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) . **THIS MUST BE PART OF SUBMISSION AND KEPT IN BOOKLET FORM.**
- 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 Carol Oprea at 440/580-3165.

FORM C  
Revised 1/7/05

FEES \$25.00 per Sign \_\_\_\_\_

**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 \_\_\_\_\_