

**HISTORIC DISTRICT REVIEW BOARD
CITY OF WASHINGTON**

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

DATE SUBMITTED _____ APPLICATION NO. _____

NOTE: Completed applications must be returned *fifteen days in advance* of the next meeting. Applicant or his agent/representative must attend the meeting.

ARE GRANT MONIES TO BE USED? YES NO NAME OF GRANT _____

PROPOSAL INFORMATION

WHEN RETURNING APPLICATION THE FOLLOWING INFORMATION MUST ALSO BE SUBMITTED:

NATURE OF WORK TO BE DONE :

CONSTRUCTION RECONSTRUCTION SIGNAGE DEMOLITION OTHER

- 1) SITE PLAN SHOWING BUILDING OUTLINES, DIMENSIONS, LANDSCAPING
- 2) COMPLETE DESCRIPTION OF PROPOSED CHANGE (THIS CAN INCLUDE SCALED DRAWINGS, PHOTOGRAPHS, SKETCHES, MATERIAL SAMPLES, FLOOR PLANS, CONTRACTOR'S PLANS, SPECIFIC MATERIALS INFORMATION (I.E. PAINT CHIPS, ROOFING SAMPLES, ETC.)

PROJECT ADDRESS _____

NAME OF BUSINESS _____

OWNER'S NAME _____

OWNER'S ADDRESS & PHONE NO. _____

APPLICANTS NAME _____

APPLICANTS ADDRESS & PHONE NO. _____

APPLICANT SIGNATURE _____

OWNER SIGNATURE _____

OFFICIAL USE ONLY

DATE _____

APPLICATION STATUS APPROVED DENIED

**SIGN CRITERIA FOR DOWNTOWN HISTORIC DISTRICT
HISTORICAL DISTRICT REVIEW BOARD
CITY OF WASHINGTON, OHIO**

The Historic District Review Board meets on the first Tuesday of each month at 7:00 p.m. at the City Administration Building, 105 North Main Street, City Council chambers. Applications are due fifteen (15) days in advance of meeting.

CRITERIA:

- Wall mounted signs are preferred. They should be located between the sign band. The sign band is the area located between the ground floor windows and the second floor windows. The sign height cannot exceed 60% of the total signage band area and the maximum sign height is three (3) feet. Signs cannot exceed 80% of the width of the building or store front.
- Signs must be made of redwood material or it's equivalent (as approved by the Historic Board). The sign thickness must be a minimum of 1 ¼". The sign must be made with three-dimensional lettering or a 3D effect.
- The maximum horizontal projection from the building must not exceed eight (8") inches. A minimum of ten (10') feet clearance must be maintained from the ground. The minimum sign area is eight (8) square feet.
- Projecting signs are prohibited. Interior illumination of signs is prohibited. Co-op or tenant panel signage is prohibited.

APPLICATION INFORMATION

Sign applications must contain a sketch of the proposed sign in order to be considered. The following is a list of items, which must be included in the sketch:

1. Sketch must be completed on an 8 ½' X 11" sheet.
2. Colors from the Historic Color Chart must be shown. (Available at Building/Zoning office)
3. Dimensions of sign
4. Sign material and thickness
5. Lettering style, Indicate how the three dimensional effect will be accomplished (see attached for approved styles)
6. Building frontage or building width
7. Picture of proposed sign location