

**CITY OF WASHINGTON  
BUILDING/ZONING DEPARTMENT  
105 NORTH MAIN STREET  
WASHINGTON COURT HOUSE OHIO 43160  
PHONE 740-636-2340 FAX 740-636-2349**

**SIGN PERMIT APPLICATION**

**INSTRUCTIONS**

***WHEN RETURNING APPLICATION THE FOLLOWING MUST BE ATTACHED:***

STRAIGHT LINE DRAWINGS TO AN APPROPRIATE SCALE DETAILING:

- 1) THE WIDTH OF THE BUILDING FACE(S) THAT ABUT THE STREET FRONTAGE.
- 2) THE DESIGN AND LAYOUT OF THE PROPOSED SIGN(S), INCLUDING THE TOTAL AREA, SIZE, HEIGHT, CHARACTER, MATERIALS AND COLOR OF LETTERS, LINES & SYMBOLS
- 3) THE METHOD OF ILLUMINATION
- 4) THE EXACT LOCATION OF THE SIGN IN RELATION TO THE BUILDING, PROPERTY AND STREET RIGHT OF WAY

PROJECT ADDRESS \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_

ADDRESS & PHONE \_\_\_\_\_

OWNERS NAME \_\_\_\_\_

ADDRESS & PHONE \_\_\_\_\_

CONTRACTORS NAME \_\_\_\_\_

ADDRESS & PHONE \_\_\_\_\_

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

Owners Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICIAL USE ONLY**

APPLICATION       APPROVED                       DISAPPROVED

COMMENTS \_\_\_\_\_

Building/Zoning, Signature \_\_\_\_\_ Date \_\_\_\_\_

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PERMANENT

TEMPORARY

TYPE OF SIGN

Free Standing

Mounted

Hanging

Other

SPECIFICATIONS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TYPE OF ILLUMINATION \_\_\_\_\_

DIMENSIONS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MATERIAL \_\_\_\_\_

COLOR(S) \_\_\_\_\_  
\_\_\_\_\_

DOES SIGN REQUIRE HISTORIC DISTRICT REVIEW BOARD APPROVAL?

YES

NO

IF YES, DATE OF MEETING \_\_\_\_\_

APPROVED

DISAPPROVED

**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 must be returned fifteen (15) days in advance of meeting.**

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**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 storefront.
- 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 a 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 3D effect will be accomplished. (Approved font styles are available at Building/Zoning office).
6. Building frontage or building width
7. Picture of proposed sign location.

approved lettering styles:

(1)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 1 2 3 4 5 6 7 8 9 0  
a b c d e f g h i j k l m n o p q r s t u v w x y z æ œ

ENGRAVERS OLD ENGLISH

(2)

**Cooper Black**

(3)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z A E O  
a b c d e f g h i j k l m n o p q r s t u v w x y z æ œ 1 2 3 4 5 6 7 8 9 0

WINDSOR

(4)

**Serif Gothic Bold**

(5)

A A A B B C C D D E E F F G G H H I I J J K K L L M M N N O O P P Q Q R R  
S T U U V V W W X X Y Y Z A E O 1 2 3 4 5 6 7 8 9 0  
a b c d e f g h i j k l m n o p q r r s t u v w x y y z æ œ

BOOKMAN

YORK SCRIPT YA-115

York Script ABCDEFGHIJKLMNOP  
PQRSTU VWXYZ \$1234567890¢%/  
1234567890 & . : ; ! ? " ' - ( ) abcdefghijklmnopqrstuvwxyz

LASALLE A-82

Lasalle ABCDEFGHIJKLMNOP  
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## PAINT COLOR:

Choice of color is a matter of personal preference, as long as the colors are within the guidelines of the Historic Restoration Colors. (See end of this section). Owners of older buildings should realize that some colors and methods of application are more appropriate and more sympathetic than others for the age and style of older buildings. Fortunately, there are a wide range of colors that are historically appropriate and allow individuals to express their individual taste while still being fair to the age and style of the building.

The suggested colors are typical of the style and period in which the building was built, although there is often overlap between styles and periods:

### Early Italianate (1840-1860):

Light earth tones (yellow, tans and grays) and sometimes reds were used for these buildings. Color combinations were generally simple.

### Victorian Italianate (1860-1890), French Second Empire (1870-1895), Richardsonian Romanesque (1880-1910):

During the late Victorian period, colors grew darker and richer, with greens, dark reds, browns, oranges and olives. Color combinations became more complex.

### Classical Revival (1895-1930):

At the turn of the century, architecture began moving away from the complex designs of the late 19th century and returned to more classical form and detail. Color followed suit, with a shift to lighter cooler choices such as cream, yellow, and white.

### Early 20th Century Commercial Vernacular (1900-1940):

Colors on vernacular commercial buildings of the early 20th century covered a broad range, including dark greens, reds and rusts, as well as lighter colors such as gray and white. During the 1930's, some downtown storefronts were remodeled with architectural glass panels in a variety of colors, such as black, deep red, or blue.

### Commercial Style (1900-1930) and Modernistic (1925-1950):

Buildings falling within this style category typically used colors that were light and subdued. The use of architectural terra cotta was common and colors were often designed to blend with the natural color of this material.