ARCHITECTURAL REVIEW BOARD
(ALL SIGNS)

The following check list contains information that will be required to be included in your submission to the Architectural Review Board for your proposed signage.

- Show the location of the sign(s) on the building.
- Provide colors of sign(s), lettering, trims, boarders, back grounds, etc. (Benjamin Moore Historic Colors or Equivalent).
- Provide the size of sign(s).
- Provide the materials the sign(s) are constructed of.
- Provide information on how the signs will be mounted to the building.
- Provide a proof or rendering of sign as it will appear on the building.

ALL proposed signs should be designed to fit and complement the building or structure they will be installed on, and MUST be externally illuminated. Architectural Review Board meetings are the third Monday an of each month, and a complete application must be submitted no later than 15 days prior to a meeting in order to be placed on the next agenda.

SUBMIT THE FOLLOWING TO THE BUILDING INSPECTOR
(A) Architectural Review Board Fee, $50.00
(B) Provide Ten (10) Sets of Sign Drawings.
(C) One 11 x 17 drawing to be submitted on poster board showing all the above requirements, that can be presented to the Architectural Review Board.

NAME OF APPLICANT: _____.
ADDRESS: _____
_____.
CONTACT INFORMATION (phone/e-mail):_____
_____.
PROPERTY LOCATION: _____.
SECTION: _____, BLOCK _____, LOT: _____
ZONING DISTRICT: _____.
TYPE OF BUSINESS: _____.

PLEASE NOTE: THE APPLICANT MUST ATTEND THE ARCHITECTURAL REVIEW BOARD MEETING TO PRESENT THEIR APPLICATION. IF THE APPLICANT IS NOT PRESENT, THE APPLICATION WILL NOT BE REVIEWED.