

CITY OF WASHINGTON COURT HOUSE
BUILDING/ZONING DEPARTMENT-HISTORIC DISTRICT REVIEW BOARD
105 NORTH MAIN STREET, WASHINGTON COURT HOUSE, OHIO 43160
PHONE 740-636-2340 FAX 740-636-2349

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Completed applications must be returned fifteen days in advance of the next meeting. Meetings are held the first Tuesday of the month at 7:00 p.m., City Administration Building, Second Floor.

DATE SUBMITTED _____ APPLICATION NO. _____

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

INSTRUCTIONS

WHEN RETURNING APPLICATION THE FOLLOWING INFORMATION MUST BE ATTACHED:

- 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.)
- 3) NARRATIVE EXPLAINING PROJECT DETAILS

PROJECT ADDRESS _____

APPLICANTS NAME _____

APPLICANTS ADDRESS & PHONE NO.

BUILDING OWNERS NAME _____

BUILDING OWNER'S ADDRESS & PHONE NO.

CONTRACTOR NAME _____

CONTRACTOR ADDRESS & PHONE

DESCRIPTION OF PROPOSED PROJECT: _____

NAME OF BUSINESS _____
(Include hours of business)

APPLICANT SIGNATURE _____
Date

OWNER SIGNATURE _____
Date

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

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 ø

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 ø 1 2 3 4 5 6 7 8 9 0

WINDSOR

(4)

Serif Gothic Bold

(5)

A A A B C D E F F G H H I J J K K L L M M N N O P P 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

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LASALLE A-82

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