

Memo

To: All Applicants
From: Design Review Board
Date: 12/30/2009
Re: APPLICATION PROCESS

Ladies and Gentlemen:

In addition to the required information on the attached application, please be advised that **color photographs are required with all applications** that are submitted for review. These photographs should follow certain criteria:

- 1.) Photos should clearly show the building at street level, showing the area that will be affected.
- 2.) Photos should also encompass the surrounding area, at street level, to reflect how other structures and/or infrastructure may be affected.
- 3.) If a change or addition is planned, a drawing "to scale" must be submitted, along with color photos of the existing structure or lot.
- 4.) If the application is requesting a new sign or modification to an existing sign, a photo of where it will be placed on the building, along with a rendering from the sign company doing the work must be attached. Samples of sign material and color must also accompany the application, or be brought to the meeting.

Please feel free to call Melinda Fisher at 740-774-1185 if you have any questions or require additional information.

DESIGN REVIEW BOARD APPLICATION
FOR CERTIFICATE OF APPROPRIATENESS
CITY OF CHILLICOTHE

35 South Paint Street
(740) 773-8980 Office
(740) 779-6476 Fax

Date Received: _____
(By Building Inspector)

MUST SUBMIT PRINTS, DRAWINGS, PHOTOGRAPHS AND MATERIAL SAMPLES TO EXPLAIN THE PROJECT WITH THIS APPLICATION.

LOCATION OF PROPERTY

PROPERTY OWNER

OWNER'S ADDRESS

CITY STATE ZIP

TELEPHONE NUMBER

AUTHOR OF DRAWINGS

TELEPHONE NUMBER

CURRENT TYPE OF OCCUPANCY

TYPE OF PROJECT TO BE REVIEWED BY BOARD (CHECK WHERE APPLICABLE)

- CHANGE OCCUPANCY TYPE USE TO _____
- EXTERIOR ARCHITECTURAL FEATURES
- MAINTENANCE ONLY
- LANDSCAPING
- AWNINGS OR CANOPIES
- EXTERIOR PAINTING
- WINDOWS OR DOORS
- SIGNAGE
- TREE REMOVAL
- TYPE OF MATERIAL TO BE USED FOR PROJECT _____
- DEMOLITION OF STRUCTURE
- NEW CONSTRUCTION
- FENCES
- PARKING LOT PAVING
- BUILDING WORK
- SOFFIT & TRIM
- LIGHTING

(USE BACK OF THIS SHEET FOR FURTHER EXPLANATIONS)

**APPLICATIONS ARE DUE 14 DAYS PRIOR TO THE 3RD THURSDAY OF THE MONTH.
THE BOARD MEETS THE 3RD THURSDAY OF THE MONTH AT 4:30 P.M.**

**AFTER APPROVAL HAS BEEN OBTAINED, PLEASE CONTACT THE BUILDING DEPARTMENT
FOR THE REQUIRED PERMITS PRIOR TO COMMENCEMENT OF THE PROJECT.**

Applicant's Signature/Phone No.

Date

APPLICANT OR REPRESENTATIVE MUST BE PRESENT AT DRB MEETING.

**City of Chillicothe
Design & Review Board
Sign Standards and Guidelines**

Overview: The DRB believes it is important to preserve the appearance and aesthetics of Chillicothe's historic downtown signage but also recognizes that materials used for signage construction continue to improve and evolve over time. Providing the integrity of display value is not compromised, the DRB will permit the usage of new materials available to the marketplace to include, but not be limited to, the material guidelines further identified below. However, nothing contained herein this Sign Standards and Guidelines should be construed as an applicant's absolute right to use any such new materials, as the final determination of integrity of display value shall be the sole and absolute discretion of the DRB in review of each individual application and how the proposed work blends with the neighboring building storefronts and the goals of the DRB.

Materials of Construction: Signs should be designed to provide a display value that compliments the buildings to which they are affixed and should be fabricated to provide a look of traditional materials of the period.

Possible sign construction materials may include, but are not limited to: Medium Density Overlay (MDO), High Density Urethane (HDU), Alumacorr, PVC Board, Omega Board, Coretec, Exterior or Marine Grade Plywood, and Solid Wood.

Vinyl products are generally discouraged but may be considered by the DRB if the requirements of this section are met and the applicant's sample material submitted with the application is an exact match to the DRB approved color palates.

Color: Color palates of Sherwin-Williams Victorian, Arts & Crafts, and Classical/Colonial are hereby approved for general use within the downtown historic district. Other palates or specific colors may be approved by the DRB in its sole and absolute discretion based on the merits of the individual application. However, any such approval should not be deemed an approved color or palate for use in any future application.

Illumination: Signs should be illuminated by direct or indirect lighting as deemed appropriate by the DRB in reviewing the applicant's signage proposal, building elevations, neighboring buildings and the merits of the individual application. Internal light signs are prohibited in the historic downtown area.

National & Regional Identity Programs: The DRB recognizes that multi-store regional and national chains may have a considerable marketing investment in a corporate sign and identity program that contains specific logos, colors and specifications that promote its business but do not conform to the DRB Sign Standards and Guidelines. Although the DRB will make the final determination of whether to approve or disapprove any application, it generally will recognize and approve the use of brand identity in applications submitted by regional and national chains either directly or through their franchisee, agent, or operator.