

Today's Date: _____ Cost of Project \$ _____
 Address of Proposed Sign(s): _____
 Property Owner Address: _____ Phone: _____
 Contractor/Installer: _____
 Contact: _____ Phone: _____
 Email Address: _____

FOR OFFICE USE ONLY	
Project ID: _	_____
Total Fee: _	_____
Date Stamp:	_____

Sign Type	Lineal frontage of space/building	Size	Height above ground
Planter /Monument	_____	_____ Sq./Ft.	_____
Wall	_____	_____ Sq./Ft.	_____
Directional	_____	_____ Sq./Ft.	_____
Electronic	_____	_____ Sq./Ft.	_____
Other (Temporary):			
Real Estate	_____	_____ Sq./Ft.	_____
Banner	_____	_____ Sq./Ft.	_____

ALL PERMANENT SIGNS

Seven (7) copies of this application and plans required for all permanent signs. Submit ALL material eight (8) days prior to the next ARB meeting date (1st & 3rd Thursday / monthly). A representative is required at the meeting with the Architectural Review Board; an agenda will be sent to the applicant noted above. The following information shall be included with this application:

Following Required Documents are Mandatory for ARB meetings:

- Site Plan** – Dimensioned with locations of all signage. Include distance to property lines
- Detail Plans** – Materials, construction methods, electrical one line (if illuminated)
- Color Renderings** – Proposed signage at location as well as all existing signage
- Features** - All font sizes, scaled or dimensioned text, overall square footage of each proposed sign(s)

****If the building is multi-tenant, a sign program may exist and is required to be submitted with all documents. (if not) owner signature of approval accepting proposed signage required below****

Property Owner Signature of Acceptance: _____ Date: _____

I, _____, (PRINT NAME) Certify that I am the owner's agent making application and all information is true, accurate, and complete to the best of my knowledge. The acceptance of this permit, herein applied for, shall constitute an agreement on my part to abide by all codes, ordinances, regulations, and inspection requirements of the State of Ohio and the City of Twinsburg pertaining to the work listed. I further agree to correct any and all violations of such laws in a professional manner.

Applicant Signature _____ Date _____
 Building Commissioner _____ Review Date _____