

## CITY OF NORTH ROYALTON

### PLAN REVIEW PROCESS

1. Application for building permits; discussion on procedures, etc. 5 color renditions-ground sign show landscaping.
2. Board of Zoning Appeals, if required. Meeting - 4<sup>th</sup> Monday of the month. Deadline 4 weeks prior to meeting on Tuesday, unless otherwise noted. 10 copies of plan required.

If an appeal is required after review by the Building Commissioner or Architectural Review Board; direct all questions to the Board of Zoning Appeals Secretary.

3. Architectural Review Board ARB Meeting 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month unless otherwise noted. 5 color renditions - ground sign show landscaping. Deadline as noted on Schedule. Color and material samples to be brought to the ARB Meeting.

NOTE: Deadline will be adhered to.

NOTE: The Applicant or a Representative must be present at all official meetings.

**CITY OF NORTH ROYALTON  
BUILDING DEPARTMENT**

**APPLICATIONS FOR SIGN PERMITS**

FOR DEPARTMENT USE ONLY: ZONING DISTRICT

All signs must be approved before installation.

NO SIGNS TO HAVE FLASHING LIGHTS

Date \_\_\_\_\_ Fee \_\_\_\_\_ Permit No. \_\_\_\_\_

Application is hereby made for a permit to erect and maintain a:

Temporary Sign  Replacement  Ground Sign  Wall Sign  Other

on the \_\_\_\_\_ Building, Address \_\_\_\_\_

for \_\_\_\_\_ (Sign Owner) Address \_\_\_\_\_

Width of Store Frontage \_\_\_\_\_

**DESCRIPTION OF SIGN**

Length \_\_\_\_\_ Width \_\_\_\_\_ Area \_\_\_\_\_ Thickness \_\_\_\_\_

Weight \_\_\_\_\_ Number of Lamps \_\_\_\_\_ Total Watts \_\_\_\_\_ Estimated Cost \_\_\_\_\_

Neon \_\_\_\_\_ No. of Feet \_\_\_\_\_ Total Watts \_\_\_\_\_ Color \_\_\_\_\_

No. of Fluorescent Tubes \_\_\_\_\_ Total Watts \_\_\_\_\_

Projection over Public Property \_\_\_\_\_ Width of Sidewalk \_\_\_\_\_

Height above walk \_\_\_\_\_ What is sign to advertise \_\_\_\_\_

Are there any other signs on the same building advertising the same building or tenant?

\_\_\_\_\_

Describe fully the size and number of the supports and braces of the sign \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe fully the anchorage and the construction of the structure to which the sign is to be fastened to \_\_\_\_\_

\_\_\_\_\_

Who is to do the wiring? \_\_\_\_\_

All outside wiring must be waterproof. All signs must have the manufacturer's name shown in a conspicuous place.

Who is to erect the sign? \_\_\_\_\_ Address \_\_\_\_\_

Any permit granted as a result of the statements made on this application will become void if it be found that these statements are untrue.

APPROVED FOR PERMIT

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Tel. No. \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_  
Building Commissioner

## SECTION 1284.13 PERMITS REQUIRED.

- (a) Except as otherwise provided in this code it shall be unlawful for any person to erect, construct, enlarge, move, convert or modify any sign in the city, or cause the same to be done, without first obtaining a sign permit for each such sign from the Building Commissioner as required by this code. These directives shall not be construed to require any permit for a change of copy on any sign, nor for the repainting, cleaning and other normal maintenance or repair of a sign or sign structure for which a permit has previously been issued, so long as the sign or sign structure is not modified in any way. No new permit is required for signs which have permits and which conform with the requirements of this code on the date of its adoption unless and until the sign is altered or relocated. Applications for approval of a temporary sign shall be subject to review only by the Building Commissioner without further board review, except for any appeal. The Building Commissioner shall approve or reject the temporary sign application within 5 business days of filing.
- (b) EXPIRATION OF PERMIT: Any sign permit issued by the Building Commissioner shall become null and void if installation is not commenced within one hundred and eighty days from the date of such permit. If work authorized by such permit is suspended or abandoned for one hundred and twenty days any time after the work is commenced, a new permit shall be first obtained prior to re-commencement of the work, and the fee required by Chapter 214 shall be one-half the amount required for a new permit for such work, provided that no changes have been made in the original plans. Such new permit may not be unreasonably withheld, providing that proper application and payment of permit fees is complied with.
- (c) EMERGENCIES: In emergency situations, where there is imminent danger of personal injury or harm to property, work may be initiated and completed without first applying for a permit. However, a permit shall be applied for within forty-eight hours after the first working day when work has commenced on the sign.
- (d) CONSENT REQUIRED: No person shall erect, construct or maintain any sign upon any property or building without the consent of the owner or person entitled to possession of the property or building if any, or their authorized representatives.
- (e) APPLICATION FOR PERMIT: An application for a permit shall be made to the Building Commissioner upon a forms provided by the Building Commissioner. The application may be made separately or in conjunction with an application for a building permit.
- (1) The application shall be accompanied by drawings to scale and shall include such information as may be required to assure compliance with all appropriate laws and regulations of the city including but not limited to the following:
- A. The design and layout proposed, including the total area of the sign, materials to be used, structural supports, and the size, character and color of letters, lines and symbols;
  - B. The method of illumination, including a description of electrical components, if any;
  - C. The exact location of the sign in relation to the building and property; and
  - D. Details and specifications for construction, erection and attachments, which must meet the requirements found in Section 1284.05.
  - E. Name and address of owner of the sign.
  - F. Name and address of owner or the person in possession of the premises where the sign is located or to be located.
- (f) ISSUANCE, DENIAL, REVOCATION:
- (1) The Building Commissioner shall issue a permit after any approvals of the Architectural Review Board for the erection, alteration or relocation of a sign within thirty (30) days of receipt of a valid application, provided that the sign complies with all applicable laws and regulations of the City. In all applications where a matter of interpretation arises, the more specific definition or higher standard shall prevail.
- (2) The Building Commissioner may suspend or revoke in writing a permit issued under provisions of this section whenever the permit is issued on the basis of a misstatement of material fact or false representation. When a sign permit is denied or revoked by the Building Commissioner, he or she shall give written notice of the denial or revocation to the applicant, together with a brief written statement of the reasons for the denial or revocation.

- (g) **EFFECT OF ISSUANCE:** No permit for a sign issued hereunder shall be deemed to constitute permission or authorization to maintain an unlawful sign nor shall any permit issued hereunder constitute a defense in an action to abate an unlawful sign.
- (h) **PERMIT FEES:**
- (1) Application for permits shall be filed with the Building Commissioner, together with a permit fee for each sign, provided, however, that the minimum fee for a permit shall be set forth in Chapter 214.
  - (2) If any sign is installed or placed on any property prior to receipt of a permit, the specified permit fee shall be doubled. However, payment of the doubled fee shall not relieve any person of any other requirements or penalties prescribed in this Zoning Code.
- (i) **APPEALS:** Any applicant may appeal to the Board of Zoning Appeals from any decision of the Building Commissioner and/or Architectural Review Board pertaining to an application for a sign permit, maintenance or removal of any sign. Any such appeal shall meet the requirements set forth in Chapter 1264.
- (j) **NOTICE OF CHANGE OF SIGN OWNER OR USER:** Whenever there is a change in the sign user, owner, or owner of the property on which the sign is located, the new sign user, owner, or new property owner shall promptly notify the Building Commissioner of the change. No new sign permit is required, unless the sign is altered or relocated.

**BOARD OF ZONING APPEALS MEETING**

**SCHEDULE FOR**

**2010**

<b><u>DEADLINE</u></b>	<b><u>MEETING DATE</u></b>
Tuesday, December 15, 2009	Monday, January 25, 2010
Tuesday, January 26, 2010	Monday, February 22, 2010
Tuesday, February 23, 2010	Monday, March 22, 2010
Tuesday, March 23, 2010	Monday, April 26, 2010
Tuesday, April 27, 2010	Monday, May 24, 2010
Tuesday, May 25, 2010	Monday, June 28, 2010
Tuesday, June 29, 2010	Monday, July 26, 2010
August Recess	August Recess
Tuesday, August 24, 2010	Monday, September 27, 2010
Tuesday, September 28, 2010	Monday, October 25, 2010
Tuesday, October 26, 2010	Monday, November 22, 2010
Tuesday, November 23, 2010	Monday, December 27, 2010

**THE BZA MEETINGS ARE HELD AT THE NORTH ROYALTON**

**CITY HALL COUNCIL CHAMBERS**

**13834 RIDGE ROAD, AT 7:00 PM CAUCUS**

**AND 7:30 PM MEETING**

CITY OF NORTH ROYALTON, OHIO

APPLICATION ARCHITECTURAL REVIEW BOARD

DATE: \_\_\_\_\_ MEETING DATE: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS OF APPLICANT: \_\_\_\_\_  
Street City & State Zip

PHONE NUMBER: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ADDRESS OF OWNER: \_\_\_\_\_  
Street City & State Zip

REQUEST IS MADE FOR: PPN \_\_\_\_\_ STREET LOCATION: \_\_\_\_\_

C. ARCHITECTURAL REVIEW BOARD

Residential, Plex, Apartments, Townhouse, Motel, Planned Unit Development	\$175.00
Site Plan Review - Commercial/Industrial	\$125.00
Sign Review	\$ 35.00
Appeals from any decision of the Building Commissioner	\$ 75.00

- E. Any extra costs or additional work performed by the Law Department or Municipal Engineer or any other department of the Municipality, including, but not limited to engineering and architectural services, in connection with the matter contained in the application, shall be added to the application fee and the applicant shall bear all additional expenses.

ALL FEES PAYABLE SUBJECT TO CODIFIED ORDINANCE 214.07

An application to the City shall be accompanied by cash, or check in the amount of the fee prescribed above, made payable to the CITY OF NORTH ROYALTON. All fees shall be nonrefundable.

If the property involved is not registered in the same name in the County records as property owner on application, or an agent or representative applies written notarized consent from the property owner must be presented with the application. Property owners and applicants shall attend all meetings.

Explanation of Application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

**OFFICE USE ONLY**

Date Tabled: \_\_\_\_\_ Date Rejected: \_\_\_\_\_

Fee: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

**"ALL PUBLIC MEETINGS HELD BY THE CITY OF NORTH ROYALTON COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA) REGULATIONS".**

**ARCHITECTURAL REVIEW BOARD SIGNAGE SCHEDULE FOR 2010**  
**ARCHITECTURAL REVIEW BOARD HELD THE 2ND and 4TH MONDAY**  
**OF THE MONTH UNLESS OTHERWISE NOTED \***  
**ARCHITECTURAL REVIEW BOARD MEETINGS HELD AT THE**  
**NORTH ROYALTON COUNCIL CHAMBERS,**  
**13834 RIDGE ROAD, NORTH ROYALTON, OHIO 44133**  
**OPEN MEETING 6:00 P.M.**

DEADLINE DATE – FRIDAY *Unless Otherwise Noted	MEETING DATE
DECEMBER 16, 2009 * Wednesday JANUARY 4, 2010 * Monday	JANUARY 11, 2010 JANUARY 11, 2010
JANUARY 15, 2010 JANUARY 29, 2010	JANUARY 25, 2010 FEBRUARY 8, 2010
FEBRUARY 19, 2010 MARCH 5, 2010	MARCH 8, 2010 MARCH 22, 2010
MARCH 19, 2010 APRIL 2, 2010	APRIL 12, 2010 APRIL 12, 2010
APRIL 23, 2010 MAY 7, 2010	MAY 10, 2010 MAY 24, 2009
MAY 21, 2010 JUNE 4, 2010	JUNE 7, 2010 * First Monday JUNE 21, 2010 * Third Monday
JUNE 18, 2010 JULY 2, 2010	JULY 12, 2010 JULY 12, 2010
AUGUST 20, 2010 SEPTEMBER 3, 2010	SEPTEMBER 13, 2010 SEPTEMBER 13, 2010
SEPTEMBER 17, 2010 OCTOBER 1, 2010	SEPTEMBER 27, 2010 OCTOBER 11, 2010
OCTOBER 22, 2010 OCTOBER 28, 2010	NOVEMBER 8, 2010 NOVEMBER 22, 2010
NOVEMBER 12, 2010 NOVEMBER 26, 2010	NOVEMBER 22, 2010 DECEMBER 6, 2010
DECEMBER 17, 2010 DECEMBER 30, 2010 * Thursday	JANUARY 10, 2011 JANUARY 10, 2011

**CITY OF NORTH ROYALTON  
REQUIRED ARCHITECTURAL INFORMATION  
FOR SIGNS, BUILDINGS, BUILDING AND SIGNS**

The following are guidelines for your appearance before the Architectural Review Board.

**Signs**

To established criteria of City requirements.

Scaled site plan showing location of sign.

Scaled color elevation of sign showing actual colors and actual message.

Indicate font, shape and sign colors or box sign.

Front and side elevations, including existing walls that are visible in relationship to the proposed signs. Show all lettering, all to scale, all as per established criteria.

Show fixture cut of proposed lighting on sign.

Indicate base material.

Planting list – example - see next sheet.

**Buildings**

To established criteria of City requirements.

All exterior elevations, to scale, to established criteria. This can also be met by submission of a perspective rendition. Submit exterior samples, colors of all materials.

Site plan indicating all intended design items also including future planning were apropos and sign positions, if any.

Floor plans.

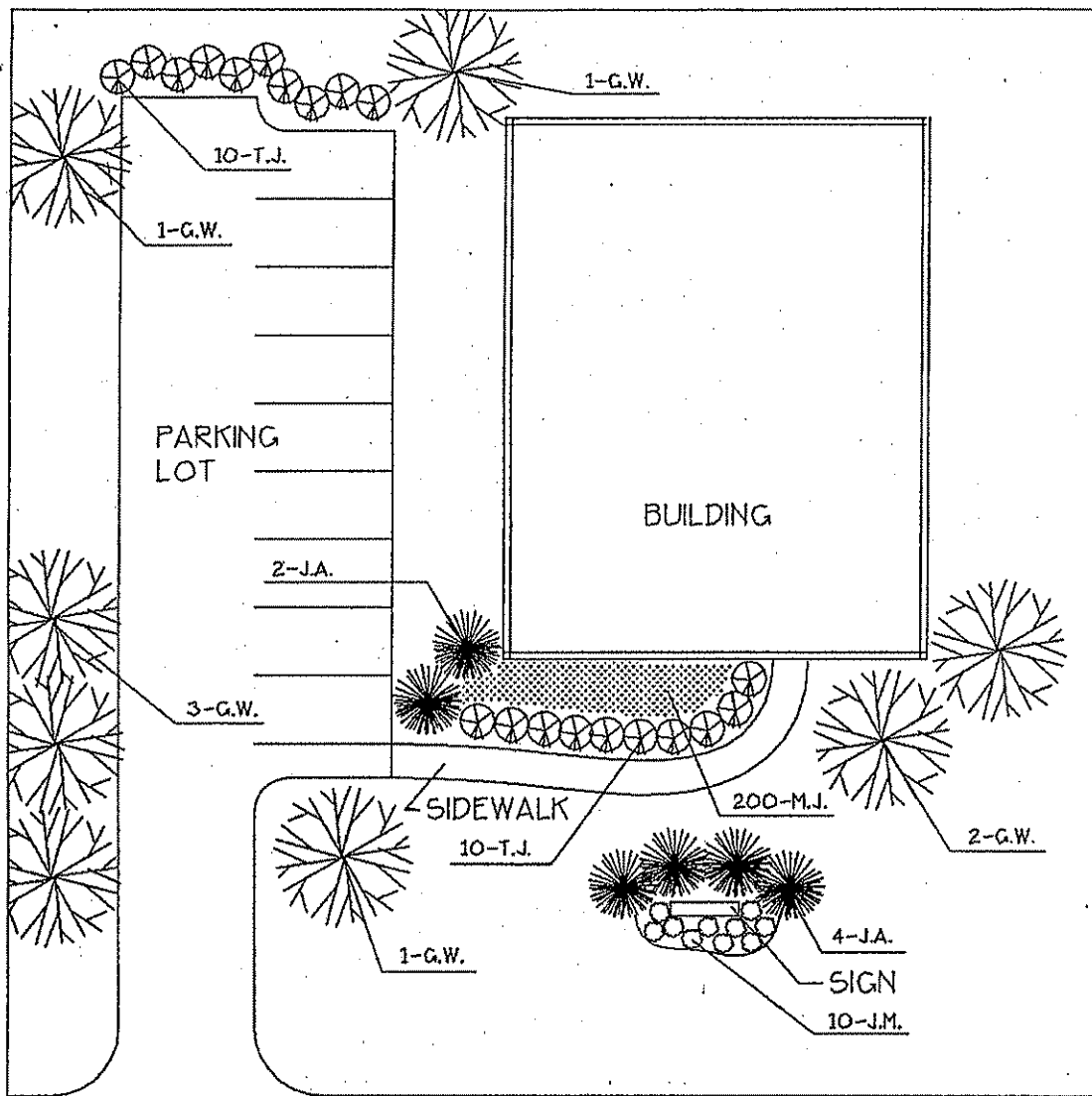
**Buildings and Signs**

Indicate compatibility with surrounding area by drawing representation or photographs. This includes exterior design, esthetics, etc.

Submit exterior samples, colors of all materials. Show fixture cut of proposed lighting on site. Submit samples of uncommon materials. The Architect is the judge of what is uncommon. What is common would include: conventional wood and plywood, face brick (except for color), shingles of fiberglass, asphalt, etc., (except for color), etc.

\*\* The above requirements constitute a minimum submittal. \*\*

\*\* Failure to meet these requirements will automatically constitute non-approval of the submission.



MAIN STREET

LANDSCAPING PLAN

SCALE



NORTH

PLANT LIST

KEY	QUANTITY	BOTANICAL NAME	COMMON NAME	SIZE/CAT	PLANTING CONDITION
G.W.	8	GEO WASHING	FIRST TREE	2" CAL.	B+B
J.A.	6	JOHN ADAMS	RED ADAMS	6' HT.	B+B
T.J.	20	TOM JEFFER	TOM SHRUB	24" HT.	CONTAINER
J.M.	10	JIMI MADISON	JIMI SHRUB	18" HT.	CONTAINER
M.J.	200	MONROE JAMES	LOW MONROE	12" SPREAD	B+B

2.22.93 SUGGESTED FORMAT FOR SUBMISSION OF LANDSCAPING DATA TO THE PLANNING COMMISSION. SKETCH BY MR. PRIEST. ROBERT J. BARRA, ARCH. AL-1