

## **Architectural Review Committee (ARC) Requirements**

### Basic Sign Background Information Required

- 1) Building Owner has reviewed the submission and given stamped approval.
  - Once the owner has given approval, then a formal submission (with the following information listed below) can be made to the ARC through the Planning & Zoning Division with The City of Perrysburg.
- 2) \$50 Submission Fee made payable to City of Perrysburg.
  - Planning & Zoning will ensure that the architect receives the fee.
- 3) Site location map (which building & tenant specifically). Is this an existing tenant?
- 4) Description of sign: size, colors, materials used, etc.
  - A) How is it mounted?
  - B) Is it replacing a sign?
  - C) Is this the only sign of its type?
  - D) Where is it to be mounted on the building?
  - E) Height from ground to bottom of sign.
  - F) Is it a lighted sign? If yes, describe lighting.
  - G) Visual documents of the proposed sign.
- 5) Any additional information that may be helpful for the review process.

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- The Planning & Zoning Division will arrange a meeting with the ARC members, the applicant, tenant, and any other representatives on behalf of the submission will be invited to attend as well.
  - The ARC will approve or deny the submission.
  - If approved, the Planning & Zoning Division will begin the application process for any permits required for the submission.