

**VILLAGE OF MOUNT GILEAD  
DESIGN REVIEW SIGN APPLICATION**

**A. LOCATION**

1. DOWNTOWN BUSINESS DISTRICT (DBD)
2. DOWNTOWN COMMERCIAL DISTRICT (DCD)
3. DOWNTOWN IMPROVEMENT AREA (DIA)

**(See map in Mayor's Office)**

**B. BUSINESS NAME**

1. ADDRESS \_\_\_\_\_
2. CONTACT PERSON \_\_\_\_\_
3. PHONE \_\_\_\_\_

**C. CONSTRUCTION MATERIAL**

**(MUST BE OF MATERIALS IN USE BEFORE 1900 for the DBD or DCD Locations)**

**D. ILLUMINATION**    External            (Internal Not Allowed)            None

**E. LETTERING STYLE**

Engravers - Old English - Serif Gothic Bold - Book-man - Windsor -  
other (**provide sample**)

**F. TOTAL EXISTING SIGNAGE** \_\_\_\_\_ sq. ft.

Allowed:    DCD - up to 100 sq. ft., all others 50 sq. ft.

Building width \_\_\_\_\_ feet x 1.5 ft = \_\_\_\_\_ sq. ft.

Size of sign requested \_\_\_\_\_ ft. x \_\_\_\_\_ ft. = \_\_\_\_\_ sq. ft.

**G. SIGN TYPE**

1. Wall Sign        \_\_\_\_\_    Principal        \_\_\_\_\_    Secondary        \_\_\_\_\_

Size requested from line F. above        \_\_\_\_\_ sq. ft.

2. Projecting Sign

a. Size: Width \_\_\_\_\_ ft. x Length \_\_\_\_\_ ft. = \_\_\_\_\_ sq. ft.

Max. size allowed is 40% of total signage from item F. above

b. Clearance to grade                    \_\_\_\_\_ ft.

c. Projection from building            \_\_\_\_\_ ft.

d. Distance to curb line                \_\_\_\_\_ ft.

3. Awning or Canopy
- a. Distance to curb \_\_\_\_\_ ft.
  - b. Minimum clearance above sidewalk \_\_\_\_\_ ft.
  - c. Lettering to be used (if any) \_\_\_\_\_  
Size of lettering \_\_\_\_\_ inches high x \_\_\_\_\_ ft. long
  - d. Nameplate Yes - No Size \_\_\_\_\_
  - e. Size of awning or canopy: Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

4. Window Sign **(Up to 40% of window size)**
- a. Window size: Length \_\_\_\_\_ Height \_\_\_\_\_
  - b. Sign size: Length \_\_\_\_\_ Height \_\_\_\_\_

5. Ground Sign **(Prohibited in DCD)**
- a. Distance to curb \_\_\_\_\_ ft. **(Min. 15 feet)**
  - b. Sign height. \_\_\_\_\_ **(Max. 6 feet)**
  - c. Sign area Length \_\_\_\_\_ Height \_\_\_\_\_ **(Max - 32 sq. ft)**
  - d. Front yard setback \_\_\_\_\_ ft. **(Min - 5 ft)**
  - e. Side yard setback \_\_\_\_\_ ft. **(Min - 10 ft)**
  - f. Illumination: Yes - No Type \_\_\_\_\_
  - g. Landscaping description (See 1325.09 F8)

6. Product Sign Size: Length \_\_\_\_\_ Height \_\_\_\_\_  
(Max. of 25%; of total window area including permanent signs.)

7. Incidental Sign (Maximum 4 ft. long x 4 ft. wide w/no advertising message allowed)
- Size: Length \_\_\_\_\_ Height \_\_\_\_\_

8. Temporary Banner / Other :, Message / Description

**NOTE: ALL APPLICATIONS MUST CONTAIN A COLOR DRAWING / SKETCH OF THE DESIRED SIGNAGE AND A DETAILED LISTING OF ALL EXISTING SIGNAGE.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

THE DESIGN REVIEW BOARD MEETS ON THE THIRD TUESDAY OF THE MONTH.  
YOUR APPLICATION MUST BE TURNED IN TWO WEEKS PRIOR TO THIS DATE FOR  
CONSIDERATION. THANK YOU.

Signature / Village Administrator \_\_\_\_\_

**\*\*DESIGN REVIEW USE ONLY\*\***

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_

Reasons:

\_\_\_\_\_  
**Administrator Signature after approval by DTDRB**