



City of Aurora, Ohio - Planning, Zoning and Building Division

129 W. Pioneer Trail, Aurora, OH 44202 330.562.9564 Fax: 330.562.9719 www.auroraoh.com

SIGNS

APPLICATION SUBMITTALS

SIGNS require submittal of the following:

1. Completed Building Permit Application.
2. A \$100.00 non-refundable deposit. Make checks payable to City of Aurora.
NOTE: *This is an application deposit only. Additional fees may be owed upon issuance of permit.*
3. Two Sets of Plans that include the following:
 - a. Color drawing (or black/white drawing with color chips) of proposed sign.
 - b. Drawing indicating how the sign will be secured to building, fence, etc.
 - c. Electrical drawing if the sign is to be illuminated.
4. A Site Plan showing the proposed sign location and/or building elevation as required.
5. Photograph that shows the location of the proposed sign.
6. Approvals necessary prior to issuance of a permit:
 - a. Zoning Inspector
 - b. Architectural Board of Review**
 - c. Planning, Zoning and Building Division Director
7. All contractors/subcontractors must be registered with the Planning, Zoning & Building Division.
8. Inspections required:
 - a. Footer (if applicable)
 - b. Rough Electric (if applicable)
 - c. Final

****All Signs must be approved by the Architectural Board of Review. ABR meets on the fourth Thursday of each month except for November and December when it meets on the second Thursday of the month. ABR submittal deadline is ten (10) days prior to the meeting.**

PERMIT # _____
Parcel No. _____
Zoning _____ S/L _____ G/L _____



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BUILDING PERMIT APPLICATION FOR SIGNS

PLEASE PRINT:

Project Address: _____ Sublot No. _____
Tenant/Lessee: _____
Owner's Name: _____ Email: _____
Owner's Signature: _____ Phone _____
Owner's Address: _____
General Contractor Name: _____
Address: _____ City _____ State _____ Zip Code _____
Phone _____ Cell _____ Fax _____ Email: _____

PROJECT INFORMATION:

Length _____ Width _____ Total Square Footage _____
Lineal Feet of Building Frontage _____ Height Above Grade _____
Type of Sign: _____
Location of Sign: _____
Material _____ Illuminated: Yes _____ No _____
Double Sided Sign: Yes _____ No _____

Acceptance of the permit herein applied for shall constitute an agreement on my/our part to abide by all conditions herein contained and to comply with all ordinances of the City of Aurora and the laws of the State of Ohio relating to all work to be done thereunder; and said agreement is a condition of said permit.

Applicant Signature _____
Sign & Print Name _____ Owner/Agent _____

PLEASE PROVIDE SAMPLES OF ALL EXTERIOR MATERIALS AT ABR MEETING.

ALL CONTRACTORS/SUBCONTRACTORS MUST BE REGISTERED WITH THE CITY OF AURORA BEFORE PERMITS ARE ISSUED.

NAME AND ADDRESS

GENERAL _____
ELECTRICIAN _____
CARPENTER _____
OTHER _____
OTHER _____

FOR PLANNING, ZONING & BUILDING DIVISION USE ONLY

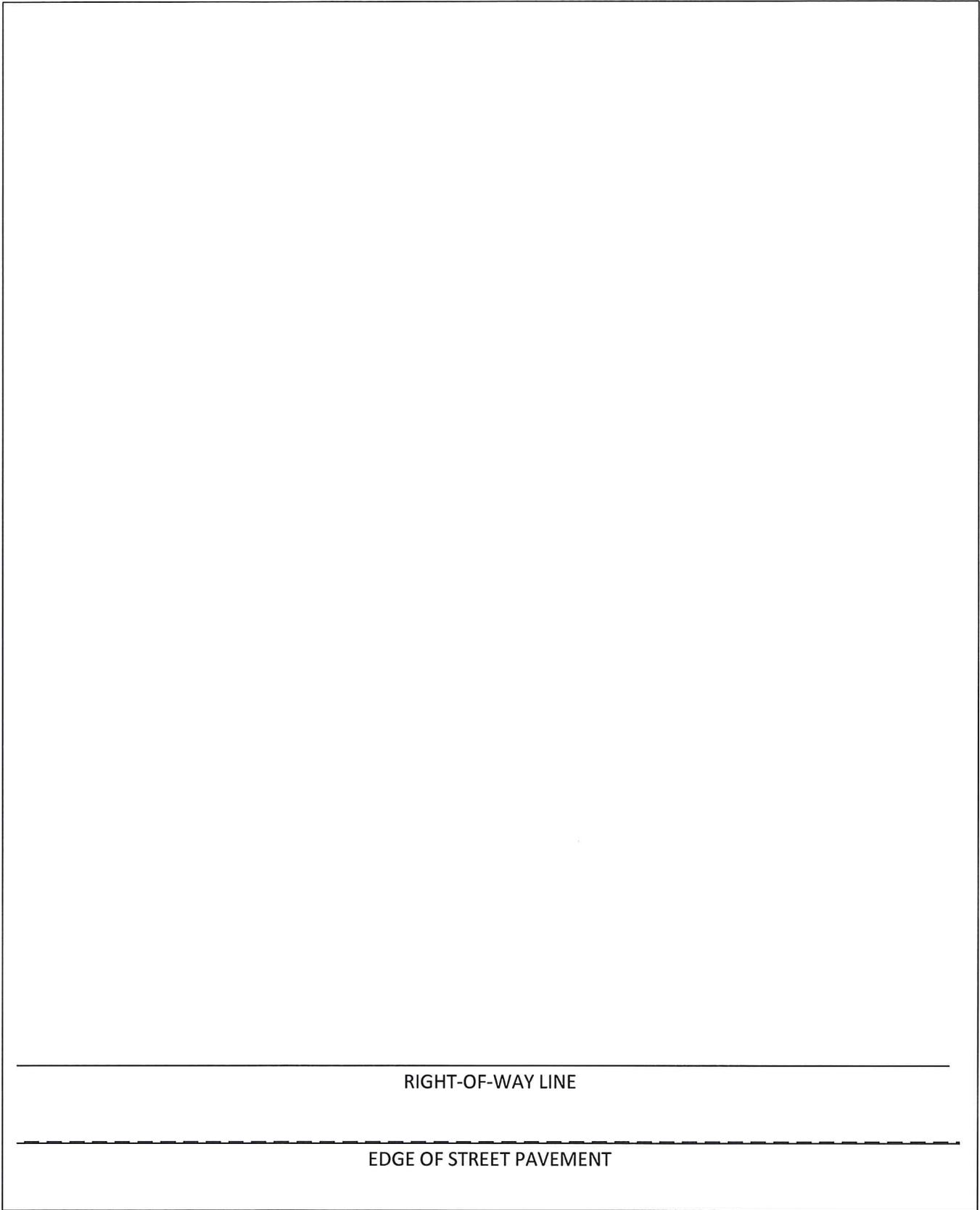
DATE APPLICATION RECEIVED _____
RECEIVED BY _____ DEPOSIT AMT. \$100.00

Base Fee \$ _____
Electric \$ _____
Zoning \$ _____
Plan Review \$ _____
Comp. Dep. \$ _____
Processing \$ _____
Other \$ _____
3% State Fee \$ _____

SUBTOTAL \$ _____
Deposit - \$ 100.00
TOTAL \$ _____

PERMIT PAID BY: _____ DATE: _____

SITE PLAN



RIGHT-OF-WAY LINE

EDGE OF STREET PAVEMENT

CENTER LINE OF STREET

1. SHOW LOCATION OF ALL EXISTING STRUCTURES: HOUSE, GARAGE, DRIVEWAY, ACCESSORY BLDGS., ETC.
2. SHOW LOCATION OF PROPOSED STRUCTURE AND HOW MANY FEET FROM ALL PROPERTY LINES



City of Aurora, Ohio ARCHITECTURAL BOARD OF REVIEW

COMMERCIAL/INDUSTRIAL GUIDELINES

COMMERCIAL/ INDUSTRIAL PROJECTS

These guidelines endeavor to protect an important aspect of the economic base of the City of Aurora by preventing the destruction of the natural environment and to enhance property values by controlling design, material types and architectural elements. This unique character is encouraged and controlled.

Exposed Foundations:

All exposed foundations shall be constructed of brick or stone materials which give a permanent dimensional appearance on all sides. Exterior materials shall be approved by the Architectural Board of Review. *Exception: All exposed foundation materials for additions shall match the existing building.*

Exterior Building Equipment:

All exterior equipment must be screened from any public vehicular way.

Stacks and Rooftop Equipment:

All stacks and rooftop equipment must be screened from any public vehicular way.

Windows:

Windows are required on all elevations of a building, except as permitted by the Architectural Board. Frame type and style of windows shall be consistent on all elevations except as approved the Architectural Board. Glass block is not permitted on the front elevation. The Architectural Board may reject glass block windows on other elevations if considered too large.

Overhead Doors:

All garages must have doors. Overhead doors shall not appear on the front elevation. *Exception: The Architectural Board may approve front elevation garages for hardship reasons. Items of hardship shall include, but are not limited to, a narrow lot, a ravine, or large trees.*

Architectural Style:

All styles must match or enhance any existing structure on the site. The Architectural Board shall have the right to approve or not approve all architectural elements. Western Reserve architecture is encouraged.

Exterior Wall Materials:

All exterior wall materials and the style of architecture shall be approved by the Architectural Board. Buildings of an established traditional style shall have all materials, colors, roof pitches, windows, architectural details and proportions consistent with that particular style as approved by the Architectural Board. Siding materials, such as wood or fiber-cement board, are preferred for use in Western Reserve style buildings. The use of siding materials that do not reflect the Western Reserve style, such as exterior insulation finishing systems (E.I.F.S.), plywood, exposed plywood, aluminum and vinyl, are strongly discouraged.

Accessory Buildings and Structures:

All accessory buildings and structures shall match the materials, colors and architectural style of the primary buildings. These buildings shall have either column foundations or solid foundations. *(Exception: if exempted by the Ohio Building Code)*. The Architectural Board shall approve the architectural style and materials. All dumpsters shall be enclosed and fully screened on three sides with materials and colors to match the building. All dumpster enclosure openings shall have a gate which is not visible from the right-of-way. All dumpster enclosures shall have foundations.

Additions to Existing Buildings:

All additions shall match or improve the existing materials, colors, roof pitch, windows and architectural style of the existing primary building. *Exception: as approved by the Architectural Board.*

Signs:

The Architectural Board shall approve all signs as defined in Chapter 1159 of the Aurora Codified Ordinances. The use of individual letter design is encouraged for wall signs.

Note: Exceptions to these guidelines may be made at the discretion of the Architectural Board of Review.