

URBAN DESIGN & HISTORIC PRESERVATION COMMISSION SIGNAGE SUBMISSION REQUIREMENTS

City of Akron
Department of Planning & Urban Development

Provide a brief description/explanation of the business - including location and type of business.

Seven (7) copies of the following information is required on all sign proposals:

1. A scaled drawing of the proposed sign(s) indicating height, width, color, materials, and style of all lettering, logos, graphics, etc.; as well as type of lighting (if any); and any other descriptive information. Also, provide material sample(s).
2. For building-mounted signage, provide a scaled elevation drawing of the building that illustrates fenestration and the location(s) of the sign(s) proposed.
3. For site signage, provide a scaled site plan that illustrates proposed sign location(s), building(s), parking, topography, landscaping, etc.
4. Color photograph (Polaroid or other) of the building and/or site.

Contact: Michael Antenucci
Urban Design and Historic Preservation Commission
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FAX: (330)375-2438
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Plans will be presented to the Urban Design and Historic Preservation Commission which meets every three (3) weeks. SUBMISSIONS MUST BE RECEIVED FIFTEEN (15) WORKING DAYS PRIOR TO THE COMMISSION MEETINGS.

If needed, Planning Commission approval will be sought at their next scheduled meeting. Two (2) (sets of) plans will be stamped "Approved", and then returned. Approved plan(s) must be submitted to the City Building Department to obtain sign permit(s).

MA/emd: 8/26/2022

CONTACT INFORMATION:

PRINT / TYPE name of **OWNER(S)**

SIGNATURE: _____

Address: _____

City, State: _____

Zip: _____ Phone: (_____)

Email: _____

ALSO NOTIFY:

Relationship to Petitioner (agent, attorney, principal, etc.)

PRINT / TYPE

SIGNATURE: _____

Address: _____

City, State: _____

Zip: _____ Phone: (_____)

Email: _____

PRINT / TYPE name of **__Holder of option __Lessee**

SIGNATURE: _____

Address: _____

City, State: _____

Zip: _____ Phone: (_____)

Email: _____

ALSO NOTIFY:

Relationship to Petitioner (agent, attorney, principal, etc.)

PRINT / TYPE

SIGNATURE: _____

Address: _____

City, State: _____

Zip: _____ Phone: (_____)

Email: _____

2023

URBAN DESIGN & HISTORIC PRESERVATION COMMISSION

MEETING

FILE DATE

JANUARY 10, 2023

DECEMBER 20, 2022

FEBRUARY 07, 2023

JANUARY 17, 2023

MARCH 07, 2023

FEBRUARY 14, 2023

APRIL 04, 2023

MARCH 14, 2023

MAY 02, 2023

APRIL 11, 2023

JUNE 13, 2023

MAY 23, 2023

JULY 11, 2023

JUNE 20, 2023

AUGUST 08, 2023

JULY 18, 2023

SEPTEMBER 12, 2023

AUGUST 22, 2023

OCTOBER 03, 2023

SEPTEMBER 12, 2023

NOVEMBER 07, 2023

OCTOBER 17, 2023

DECEMBER 05, 2023

NOVEMBER 14, 2023

In order to become ELIGIBLE for placement on the above meeting dates, the accompanying petition/appeal must meet all of the requirements as listed in the petition/appeal. Submission on or before the file date does not guarantee placement on the corresponding meeting's agenda but enables you to become eligible for the meeting.