

City of Danville Architectural Heritage Board
SIGN WORKSHEET

***Before you complete this worksheet please visit Planning and Zoning to determine what Zoning District you are in. Planning and Zoning has a Sign Standard Table available which specifies the total amount of square footage allowed on buildings for signage. Each district is different so make sure you know which district you are applying for.**

Once you know what zoning area you are applying for please pick up a Certificate of Appropriateness application at the City Codes Office. It is also available at <https://www.danvilleky.org/content/2-business/3-dahb/coa-revised-app-new-10.16.19.pdf>

Please fill out the following information:

Sign Worksheet to Accompany COA

All Signs:

Name on the Sign: _____

Proposed Sign Materials: _____

Please circle one: Totally New Sign Pre-existing Sign

- Totally new signs are just that. It is a completely new installation. It is not repairing or replacing any part of a pre-existing sign. Anything else should be considered a pre-existing sign.

New interior illuminated signage is not allowed in the Historic District Overlay. Is the sign lighted? Yes No If yes, please describe the lighting you propose: _____

Please describe the way the sign will be secured to the building: _____

Guidelines for attaching signage to building may be found in Danville's Historic Design Guidelines at: <https://www.danvilleky.org/business/dahb>

Permanent Signs on the window cannot exceed twenty five percent (25) of the total window area.

1. Measure your entire window surface x _____ = _____ total square feet (**s.f.**) of window area.
Heights x Width = total s.f of window area
2. Divide total S.F. of window area by 5. This is the maximum (**s.f.**) allowed for sign.
3. Proposed dimensions of sign: _____ x _____ = _____
Heights x Width = total s.f. (cannot exceed #2)

*Enclose a photography of your building; marking the area the sign will be located.

Attach this worksheet with supporting pictures to your Certificate of Appropriateness Application.