

# CITY OF GREENSBURG

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# H

HISTORICAL  
ARCHITECTURAL  
REVIEW BOARD

# A

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# B

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## CHECK LIST #1

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### SIGNS AND AWNINGS

Ten (10) copies of the application and drawings and ten (10) copies of all other items are required for submission to the City of Greensburg Planning Department at least eight (8) days prior to the next scheduled HARB meeting:

1. \_\_\_\_\_ **Map:** Circle your location on the map of the City of Greensburg. (Free maps are available at the City Administrator's office or you can go on line to the City's web site [www.city.greensburg.pa.us](http://www.city.greensburg.pa.us) to print out a map of the City.
2. \_\_\_\_\_ **Photographs:** 4"x6" (or larger) labeled photographs showing:
  - a. All public views of the building
  - b. If your building is in the Downtown District, show the next door neighbors' buildings
3. \_\_\_\_\_ **Scaled Drawings:** (at least 1/4=1' of the building and sign showing:
  - a. Proposed location on the building of the exterior sign, exterior awning, window advertisement, and/or a door advertisement
  - b. Elevation (front view) drawing of the sign showing lettering/logo or other graphics
  - c. Detail on how the sign will be attached to the building
  - d. Detail on the type of illumination, either internal or external, to be used if any
  - e. Any treatment of the edge of the edge of the sign, if exposed.
4. \_\_\_\_\_ **Samples** of the specific type face to be used and the exact size of the letters
5. \_\_\_\_\_ **Samples** of the sign or awning materials.
6. \_\_\_\_\_ **Color chips** of ALL the sign or awning's colors.
7. \_\_\_\_\_ **Additional information** required by HARB after initial consultation or preliminary review.

The HARB must have ALL this information in order to perform a proper plan review for a Certificate of Appropriateness. If plans or photos are not submitted in accordance with the requirements, the application may be recommended for denial unless a postponement is requested.

**Note:** Uniform Construction Code (UCC) Permits, Compliance Permits, and Sign permits must be filed and approved by the Planning Department after an approval is given by the HARB. Work may not begin until you are issued a permit.