

City of Danville Architectural Heritage Board  
**SIGN WORKSHEET**

**\*Before you complete this worksheet please contact Planning and Zoning to determine what Zoning District you are applying for <https://www.boyleplanning.org> Please also visit our web site for information on allowable signs in the Historic District Overlay <https://www.danvilleky.org/business/dahb> reference the Design Guidelines.**

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 of Applicant: \_\_\_\_\_

Proposed Sign Materials: \_\_\_\_\_

Please circle one: New Sign                      Pre-existing Sign

- A new sign 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.

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 Window Signs** 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)

**Please note that the window sign cannot exceed the total signage allotment. For example, if the district allows 5% for total signage area then the window sign must be no larger than the 5% allowed for the building. All signs must be counted when figuring total signage space.**

\*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.