



Application Form – Commercial Signage Grant Reimbursement Program

All applications are subject to the availability of funding.

All applicants must be located in the Main Street Barberton Business District and a active member of Main Street Barberton.

Applicant Information

Applicant Name: _____

Mailing Address: _____

Phone Number: _____

Fax: _____ Email: _____

Business Information

Business Name: _____

Business Address: _____

Brief Signage Description: *You may attach drawings or artwork.* _____

Business Owner Information

Applicant is also an owner of the property? Yes No *(choose one)*

(All beneficial owners of a Land Trust, members of a Limited Liability Company or a partnership must be listed.)

Owner Name(s): _____

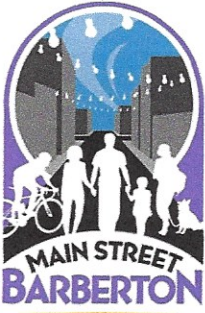
Organization Name(s): _____

Owner(s) Phone Number: _____

Owner(s) Email Address: _____

Attachments:

- Copy of valid Certificate of Occupancy (Contact the Building Dept. at 330- 848-6730 if you are unable to locate).
- Completed W9 Form
- Copy of approved Zoning Compliance Application (Contact the Planning Dept. at 330-848-6729 if you are unable to locate).
- Copy of the lease/contract, if renting
- Letter of approval from landlord to install a permanent sign



Commercial Signage Grant Reimbursement Program

The Commercial Signage Grant Reimbursement Program can be used toward the design, purchase, and installation of a commercial sign. Properties eligible for this program must be located in the Downtown Main Street Barberton District.

What is the Commercial Signage Grant Reimbursement Program?

The Commercial Signage Grant Reimbursement Program provides matching grant funds to businesses to enhance their store fronts with the addition or improvement of commercial signage. The primary objective of the Commercial Signage Grant Reimbursement Program is to promote and assist in supporting local businesses by providing grants for replacing and/or adding new signage to commercial storefronts that contribute to the vitality of the area.

What is the maximum grant amount?

Businesses that meet the criteria **will be reimbursed at 50% of the total project cost, not to exceed \$5,000.** For example, if the total project cost is \$4,000, the business owner will pay \$4,000 and the grant will reimburse \$2,000. **Sign permit required by the building department and Design Review Board approval is required. Fees are eligible for reimbursement as part of the total project costs.**

Minimum Requirements:

- o The business must be located within the boundaries of Main Street Barberton and a Main Street Barberton Small Business Sponsor.
- o The business must either own the building or have a signed lease for at least a full year of tenancy and provide a copy of the lease/contract to Main Street Barberton.
 - At staff discretion, subleases or contracts for exclusive tenancy may be considered eligible when such agreement is for at least one full year of tenancy and when such agreement is entered into by a business that is both legally distinct from and has proprietors, operators, branding, and merchandise that are all different from the primary lease holder, property owner, and any other grant recipients in adjacent or nearby locations.
 - Co-tenants under the same lease or contract are not eligible for multiple Commercial Signage Grants.
 - A single business entity operating at adjacent or nearby locations is eligible for only one grant.
- o An individual person or business entity may only receive one commercial signage grant.
- o Grants are only approved in writing by Main Street Barberton upon review of a formally submitted, complete application. No verbal commitment to funding will be recognized. Verbal or written feedback on a business's general eligibility or comments on a draft application shall not be construed as approval or disapproval of an application.
- o Main Street Barberton must receive a current W-9 form from the business to award the grant.
- o Main Street Barberton must receive proof of payment and receipts for eligible expenses for the full cost of the signage replacement.
- o The premise must have a valid Certificate of Occupancy for the applicant's proposed use.
- o The sign must conform to Design Guidelines and the Barberton Development Code standards. **Please visit cityofbarberton.com for more information.**
- o **The premise must obtain a building permit prior to installation of a permanent sign.**

The following shall be eligible for funding through the program:

- o Signage must be professionally produced and meet the requirements of the landlord if renting;
- o Professional architectural/design/contractor fees for approved sign;
- o Multiple signs for the same business *are* eligible up to the maximum grant amount.

The following shall not be eligible for funding through the program:

- o Signs resulting in noncommercial message, fluttering devices/banners, billboards, moving/rotating signs, temporary signs, reader boards, anything that flashes or adds glare onto public ways or adjacent properties or any other prohibited signs as outlined in the Barberton Development Code;
- o Buildings and signs for residential and non-profit uses;
- o Non-permanent or temporary signage.

Important information concerning payments:

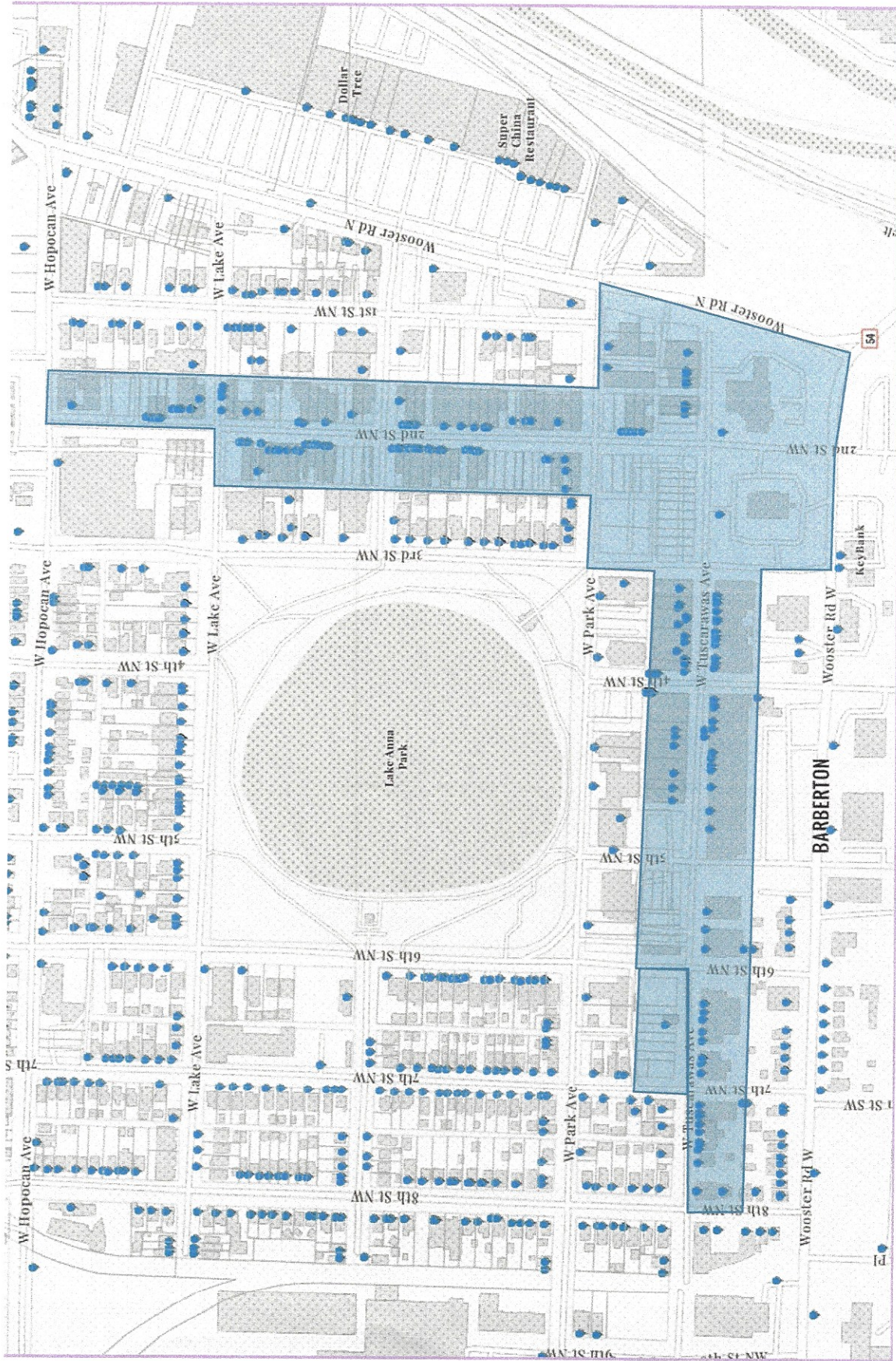
- o Payment will not be rendered until the Design Review Board has authorized approval and the final inspection is conducted by the Building Dept.
- o Any work billed, or materials invoiced, before the date that the Signage Grant application is approved by Main Street Barberton will NOT be available for grant funding.
- o Any payments presented must have a proof of price and a payment receipt. This can be through invoice, credit card receipt, or a copy of a valid check or money order.
- o Main Street Barberton shall only pay 50 percent of any payment presented, up to the approved grant amount. Payment of the grant will not be made until the project is completed.
- o Payment will be made within 90 days of reimbursement submission.
- o Projects must be completed within six months of being awarded a grant. Failure to meet this timeline may result in nullification of the grant contract.

How do I apply?

- o Contact Main Street Barberton with any questions.
- o Complete the attached application form and required attachments.
Email: melanie@mainstreetbarberton.com
All grant applications are subject to the availability of funding.

Sign Regulations

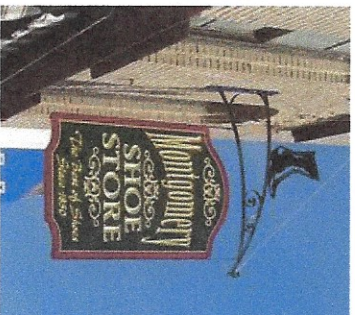
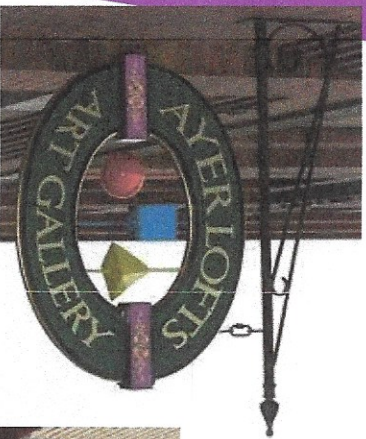
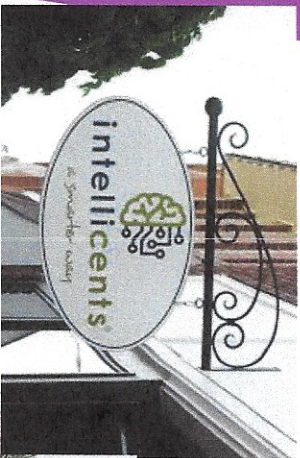
- o For more information see [Barberton Design Guidelines & Barberton Development Code](#)



Barborton Signage Guidelines



Projecting Signage



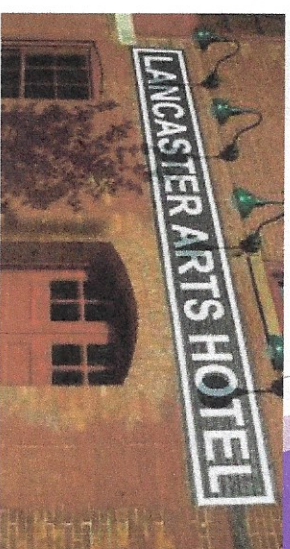
Projecting Signage

- Requires Design Review Approval
 - Can include decorative bracket
- Should be to scale for pedestrians
 - Cannot be internally lit
- Cannot project more than 4 feet or 2/3rds the width of the sidewalk whichever is less

Wall Signs

Wall Signage

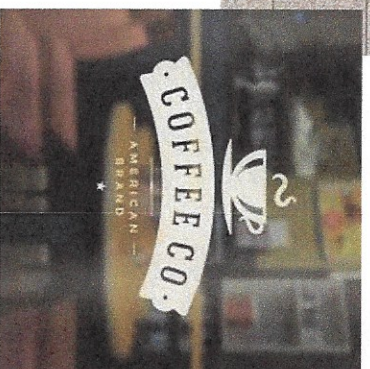
- Sits flat against the building
- Fits within the façade width of the building
- Requires Design Review Approval
- Requires a Building Permit



Window Signs

Window Signage

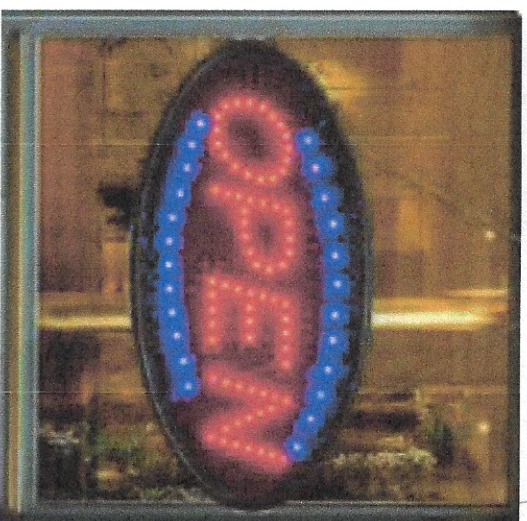
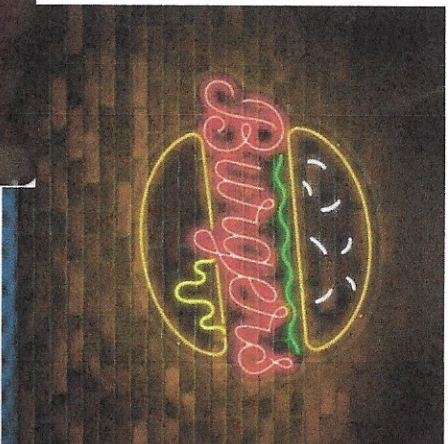
- Cannot be larger than 40% of total window size
- Does not need Design Review Approval
- Does not require a permit



Neon Sign

Neons

- Must be displayed in its entirety inside or upon a window in a wall or door and visible from outside
- Does not need Design Review Approval
- Does not require a permit



Did You Know?

- ▶ A frame signage is permitted without a permit as long as the sign is no larger than 12sq ft. and does not block the sidewalk.
- ▶ No more than two signs permitted per building.
- ▶ Signs must be kept in good repair
- ▶ Banner signs are not permitted. They block facades and interfere with pedestrian walkways. Banners could obstruct drivers' vision.
- ▶ A list of other prohibited signs can be found in the Barberton Development Code Chapter 1230 Sign Regulations.



Resources

- ▶ Contact Barberton Planning Department to discuss Design Review Board process and approval: planning@cityofbarberton.com
- ▶ Contact Barberton Building Department for your required permit(s): Building@cityofbarberton.com
- ▶ Contact Main Street Barberton downtown resources and questions: Melanie@mainstreetbarberton.com
- ▶ Design Guidelines for Sign Review
 - ▶ Shape
 - ▶ Color(s)
 - ▶ Materials
 - ▶ Lettering Size
 - ▶ Fonts (type face and styles)
 - ▶ Message
 - ▶ Blank Space
 - ▶ Supports
 - ▶ Size

Other Questions:

Contact Barberton Planning Department at 330-848-6729



**BARBERTON COMMUNITY DEVELOPMENT
CORPORATION**

**Downtown Barberton
5-3-3
Signage Loan Program**

- Loans for downtown Barberton businesses up to \$5,000.00
- 3-year term
- 3 percent interest
- Applicants must have been awarded a reimbursable grant from Main Street Barberton, under their Sign Grant program.
- The amount of the loan request can be for no more than the amount of the grant received from the Main Street Barberton grant program, up to the maximum of \$5,000.
- Loan Details:
 - The attached loan request form should be completed and submitted to BCDC.
 - The term of the loan is for a period of 3 years. (no prepayment penalty)
 - Loan rate is 3%.
 - Any paid labor cost associated with this loan program must provide proof that Prevailing Wages were paid.

Eligible Projects

- Sign acquisition or associated materials.

In partnership with Main Street Barberton and Barberton Community Foundation

Barberton Community Development Corporation
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Barberton, OH 44203
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kathleensawyer@bcdcorp.org