



**City of Bellbrook**

15 E. Franklin Street  
Bellbrook, Ohio 45305

T (937) 848-4666

F (937) 848-5190

[www.cityofbellbrook.org](http://www.cityofbellbrook.org)

**BELLBROOK VILLAGE REVIEW BOARD**

**PUBLIC HEARING**

**FEBRUARY 25, 2020**

**AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF PRIOR MINUTES OF JANUARY 28, 2020**
- 4. OLD BUSINESS: none**
- 5. NEW BUSINESS**
  - **20-19-VRB-46 E Franklin Street - temporary sign**
  - **20-09-VRB-90 E Franklin Street - sign**
  - **20-21-VRB-18 E Franklin Street - sign**
- 6. OPEN DISCUSSION**
- 7. ADJOURNMENT**





# RECORD OF PROCEEDINGS

Minutes of Bellbrook Village Review Board Meeting

January 28, 2020

**PRESENT:** Jen Bowersock  
Jacquelin Greenwood  
Karen McGill  
Jeff Owens, Chair

Also present was Planning and Zoning Administrator Jessica Hansen.

**CALL TO ORDER:** Chairman Owens called the meeting to order at 6:00 pm.

**ROLL CALL:** Mrs. Bowersock, yes; Mrs. Greenwood, yes; Mrs. McGill, yes; Chairman Owens, yes.  
The Clerk explained that Mrs. Duckro's term had expired and she did not want to continue on the board.  
The board opening has been posted and will remain open until February 14, 2020.

New Planning and Zoning Administrator Jessica Hansen introduced herself to the board.

## **FORMAL APPROVAL OF MINUTES:**

After polling members of Board, as there were no corrections or additions to the regular meeting minutes of December 2, 2019, Mr. Owens declared the minutes approved as written.

## **OLD BUSINESS**

- **VRB 19-12 Flat Sign at 6 W Franklin Street**

Mrs. Hansen presented the staff report explaining the steps that were taken when this case was tabled from the December 2, 2019 meeting for more information. She stated that she drove to Wapekoneta to see one of these signs. Additional information gathered that was not known at the December meeting included:

- The main screen of the sign will automatically dim depending on the outside conditions and it can be manually adjusted by the business.
- The smaller 8 ½ x 11 signs that flank the main sign are outlined by LED lights. Mrs. Hansen explained that according to the zoning code that although code 124A states that signs inside of windows are not regulated. It also states that is only when the sign does not violate the other conditions of the code which includes Sign Characteristics 820B (4 & 8) stating no sign shall be lit internally or animation.
- The sign also emits sound.

The board discussed violations to Article 14 presented by this case. Mrs. Hansen also clarified that all sign requests must be reviewed by the VRB no matter if they meet the code or not. The VRB is the first review of all code items within the Village District. If the VRB approves the request nothing else is required. If the VRB approves an item that requires a variance from the code, the case will then go before the Board of Zoning Appeals (BZA). The BZA listens closely to the determination of the VRB as

# RECORD OF PROCEEDINGS

Minutes of Bellbrook Village Review Board Meeting

January 28, 2020

the experts on items in the Village District. She also stated that in the rest of the city the Zoning Administrator can approve signs if they meet all of the requirements and do not require a variance.

The board members discussed the need to make the code clearer. Mrs. Hansen said that could be done by the Planning Board.

Mrs. McGill made a motion to deny case **VRB 19-12 Flat Sign at 6 W Franklin Street**. Mrs. Greenwood seconded the motion. The Clerk called the roll. Mrs. McGill, yes; Mrs. Greenwood, yes; Mrs. Bowersock, yes; Mr. Owens, yes. The request was denied 4-0.

## **NEW BUSINESS**

- **V20-01: Projecting Sign for 16 E Franklin Street**

Mrs. Hansen presented the staff report on the sign for Salon 4.

This sign will also require a variance from the Board of Zoning Appeals because the bottom of the sign is 9.1416 feet above the sidewalk but zoning code 18.20B(3)(b) requires a distance of 10 feet.

Mrs. Greenwood commented that this case is an example of why the older buildings of Bellbrook require special rules and allowances. The height of the roofline causes the issue, but it is a minor variance.

The board asked if the entire sign could be raised enough to meet the code. Mr. Owens pointed out that another requirement is the top of the sign not protrude above the top of the roof.

Mrs. Greenwood asked if signs are regularly checked for safety. Mrs. Hansen answered that they are not inspected by the city. That is a property maintenance item that the business is required to maintain.

Mrs. Greenwood made a motion to approve **V20-01: Projecting Sign for 16 E Franklin Street**. Mrs. McGill seconded the motion. The Clerk called the roll. Mrs. Greenwood, yes; McGill, yes; Mrs. Bowersock, yes; Mr. Owens, yes. The motion passed 4-0.

- **V20-02: Projecting Sign Barber pole for 11 E Franklin Street**

Mrs. Hansen presented the staff report stating that the sign meets all of the requirements except that it is internally lit and has animation. The recommendation is to approve the request as the sign is a barber pole and meets the aesthetic look of a historic downtown.

Mrs. Greenwood asked about historical significance. She recalled Bellbrook having a similar sign at one time. She also pointed out section 18.20(7)a which distinguishes unique signs and even lists barber poles.

Mrs. McGill asked if the sign would be continually lit and spinning. Board members recalled that in the past the signs would only be lit and spinning when the business was open. Mrs. Hansen explained that

## RECORD OF PROCEEDINGS

Minutes of Bellbrook Village Review Board Meeting

January 28, 2020

the board could approve the sign with the condition that it only be lit and spinning when the business was open.

Mrs. Greenwood made a motion to approve **V20-02: Projecting Sign Barber Pole for 11 E Franklin Street** with the condition that the sign only be lit and spinning when the business was open. Mrs. Bowersock seconded the motion. The Clerk called the roll. Mrs. Greenwood, yes; Mrs. Bowersock, yes; Mrs. McGill, yes; Mr. Owens, yes. The motion passed 4-0.

### **OPEN DISCUSSION**

Mrs. Hansen asked the board about clarifying and updating the section of the code that speaks of village characteristics. She showed them the Design Review Criteria of the City of Centerville. The example could be used to make changes to Article 14 of Bellbrook's Zoning Codes. She commented that some of Centerville's requirements are more extreme than Bellbrook would probably want to have in place. An example is the list of approved colors that can be used on structures in downtown. Bellbrook's new Comprehensive Plan should be incorporated into the codes too, such as setbacks.

Mrs. Hansen expressed the need for a list of historically significant properties. Some buildings around Bellbrook have plaques that were provided by the Historical Museum. This is not an official designation. An official designation gives owners more options with Greene County.

The process for making changes is that the board can request that staff write proposed code changes. These would be reviewed and voted on by the Planning Board. If approved, City Council could vote to approve and enact them.

Mr. Owens stated that even though he is a strong believer in property rights, he feels that Bellbrook's codes are too loose. A strong zoning code and enforcement makes a stronger town.

Another item to be considered is having codes that differentiate between the residential areas of the village district and the main business district.

Mrs. Hansen also shared information that had been prepared for the Planning Board concerning the cost to the city for sign permits.

### **PUBLIC COMMENT**

David Buccalo, 126 Lower Hillside, was pleasantly surprised by the direction the meeting had gone. He thanked Mrs. Hansen for her thorough preparation for the meeting. He urged the board to remember that a lot of the downtown business buildings were houses at one time.

Forrest Greenwood, 42 S West Street recounted that in 1982 Bellbrook had a viable downtown. He hopes that it will experience new growth. He thanked the board for the work they do.

## RECORD OF PROCEEDINGS

Minutes of Bellbrook Village Review Board Meeting

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Darryl McGill, 3846 W Franklin Street commented that the VRB is a necessary board. He also reminded everyone that Article 14 was written in conjunction with the old Comprehensive Plan from 1974. He hopes to see transparency. Tax abatement is another difficult issue since the city does not have an income tax.

### **ADJOURN**

Being no further business to come before this regular session of the Chairman declared the meeting adjourned at 7:20 pm.

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Jeff Owens, Chairman

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Pamela Timmons, Clerk of Council



To: Village Review Board  
From: Jessica Hansen, Planning and Zoning Assistant  
Date: February 19, 2020  
Subject: VRB Staff Report

### Summary of the Request

The request is to place a 9x4 temporary sign located at 46 E Franklin St.

### Applicant Information

Applicant: Chris Judge  
Address: 46 W Franklin St, Bellbrook OH, 45305

Property Owner: VICTORIAN BELLBROOK LLC  
Address: PO Box 383, Bellbrook OH, 45305

### Additional Actions or Next Steps to be taken by the City

If the VRB chooses to approve of the temporary sign, staff will approve of the zoning permit that is accompanying this request.

### Request in relation to the Zoning Code

This request is to place a temporary ground sign (feather flag sign) on the property located at 46 E Franklin Street. The sign measures, per the application submitted, 9x4 and is roughly 36 sq. ft.

Per section 18.20B(7)(a) of the Bellbrook Zoning Code, "Temporary signs of various types and designs for businesses and public notice shall be allowed provided they are approved by the Village Review Board and are limited to a total of thirty (30) days display time per quarter."

If approved would be permitted to stay up for 30 days before being removed. If approved, staff will approve the zoning permit where after the sign would be able to be placed. For the VRB's convenience, I have attached an example of what a feather flag sign looks like.



Photo of the Property





To: Village Review Board  
From: Jessica Hansen, City Planning & Zoning  
Date: February 20, 2020  
Subject: 90 E Franklin St, Bellbrook Ohio 45305

## Summary

The request is to replace the current sign with 2 smaller signs that will take up the same footprint on the same mounting mechanism.

## Applicant Information:

- **Applicant Name:** Scott Campbell
- **Applicant Address:**
- **Property Owner:** Rycorp Properties
- **Property Owner Address:** 90 E Franklin Street, Bellbrook, Ohio 45305



Figure 1 Location Map

## Sign Information

**Current Zoning:** B-4 Central Business District.

**Height** 17.5 Inches | **Width** 36 inches | **Area** 4.38 Sq FT

**Sign Location:** Front Yard

**Sign Height:** 5.5 Feet (from ground to top of sign)

**Materials:** Aluminum with wrap, hung from black metal arm.

**Sign Type:** Projecting

## **Related Code Information:**

### **Article 18.20B(4)(a)(1)**

#### ***(4) PHYSICAL CHARACTERISTICS OF SIGNS:***

##### ***(a) Sign Size:***

##### ***(1) Projecting:***

*No projecting sign shall be larger than thirty-six (36) square feet total exposed faces, except at the corner of two (2) public streets. Projecting signs attached to corners of buildings facing two (2) public streets may be of a size equivalent to the total size allowed for projecting signs on the two (2) sides forming the corner (a total 72 square feet), in which case, no other sign shall be permitted. If less than the allowable area is used, the remaining allowable area may be used to establish one (1) other projecting or flat sign on the respective intersecting building faces.*

### **Article 18.20B(6) & (9)**

#### ***(6) Materials:***

*Allowable materials are stone, wood and metal. Facsimiles of stone, wood and metal produced from other materials are permissible if deemed acceptable by the Village Review Board.*

#### ***(9) Design:***

*The design (shape, material, colors, lettering) of signs shall in total be compatible with late 19th century architecture characteristic of the Old Village*

## **Discussion:**

The sign meets all the requirements of the Zoning Ordinance of the City of Bellbrook and more specifically those of Article 14 and Article 18.20B. Staff recommends the Village Review Board approve the permit for the aforementioned sign.

*Please see Following Pages for more images and materials regarding the Sign Permit.*



*Sign Design Example 1*



*Figure 3 Property with Old sign*





# CITY OF BELLBROOK

## ZONING PERMIT - SIGNS

15 EAST FRANKLIN STREET, BELLBROOK, OHIO 45305

(937) 848-4666 [WWW.CITYOFBELLBROOK.ORG](http://WWW.CITYOFBELLBROOK.ORG)

### APPLICANT INFORMATION

DATE RECEIVED 1 / 27 / 2020 PERMIT # 20-09  
PROPERTY ADDRESS 90 East Franklin St, Bellbrook OH 45305 ZONING DISTRICT R-1A B-4  
PROPERTY OWNER Rycamp Properties LLC PHONE NUMBER 937-203-5296  
APPLICANT NAME Scott Campbell PHONE NUMBER 937-203-5296

### REQUEST INFORMATION

BUSINESS NAME Sweet Laust Counseling  
BUSINESS MAILING ADDRESS 90 East Franklin Street, Bellbrook, OH 45305  
SIGN REQUEST NEW PERMANENT SIGN ☒ SIGN REFACE ☐ TEMPORARY ☐ OTHER ☒ New sign attached to Previously hung sign.  
SIGN TYPE GROUND ☒ PROJECTING ☐ ROOF ☐ WALL ☐ SANDWICH BOARD ☐ BANNER ☐ OTHER ☒ Attached to Column  
SIGN DIMENSIONS HEIGHT 17.5 WIDTH 36 AREA 4.37 SQUARE FEET BUILDING FRONTAGE 24 LINEAR FEET  
SIGN LOCATION FRONT YARD ☒ SIDE YARD ☐ REAR YARD ☐ SIGN HEIGHT 5.5 FEET (FROM GROUND TO TOP OF SIGN)  
SIGN MATERIALS Aluminum with Plastic wrap hung from black metal arm.  
ADDITIONAL COMMENTS Hung below Low Office Sign, same dimensions

PLEASE PROVIDE AN ILLUSTRATION WHICH INCLUDES A COLOR RENDERING OF THE SIGN AND THE LOCATION OF THE SIGN ON THE BUILDING AND/OR PROPERTY.

I UNDERSTAND THAT APPROVAL OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL FOR ANY ADMINISTRATIVE REVIEW, CONDITIONAL USE PERMIT, VARIANCE, OR EXCEPTION FROM ANY OTHER CITY REGULATIONS WHICH ARE NOT SPECIFICALLY THE SUBJECT OF THIS APPLICATION. I UNDERSTAND THAT APPROVAL OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL OF A BUILDING OCCUPANCY PERMIT. I UNDERSTAND FURTHER THAT I REMAIN RESPONSIBLE FOR SATISFYING REQUIREMENTS OF ANY PRIVATE RESTRICTIONS OR COVENANTS APPURTENANT TO THE PROPERTY.

I CERTIFY THAT I AM THE APPLICANT AND THAT THE INFORMATION SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT THE CITY IS NOT RESPONSIBLE FOR INACCURACIES IN INFORMATION PRESENTED, AND THAT INACCURACIES MAY RESULT IN THE REVOCATION OF THIS ZONING CERTIFICATE AS DETERMINED BY THE CITY. I FURTHER CERTIFY THAT I AM THE OWNER OR PURCHASER (OR OPTION HOLDER) OF THE PROPERTY INVOLVED IN THIS APPLICATION, OR THE LESSEE OR AGENT FULLY AUTHORIZED BY THE OWNER TO MAKE THIS SUBMISSION.

I CERTIFY THAT STATEMENTS MADE TO ME ABOUT THE TIME IT TAKES TO REVIEW AND PROCESS THIS APPLICATION ARE GENERAL. I AM AWARE THAT THE CITY HAS ATTEMPTED TO REQUEST EVERYTHING NECESSARY FOR AN ACCURATE AND COMPLETE REVIEW OF MY PROPOSAL; HOWEVER, AFTER MY APPLICATION HAS BEEN SUBMITTED AND REVIEWED BY CITY STAFF, I UNDERSTAND IT MAY BE NECESSARY FOR THE CITY TO REQUEST ADDITIONAL INFORMATION AND CLARIFICATION.

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT ALL THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT.

APPLICANT SIGNATURE Scott Campbell DATE 1 / 27 / 2020

OFFICE USE ONLY		
PERMIT FEE <u>\$50.00</u>	PAYMENT TYPE CASH <input type="checkbox"/> CHECK <input checked="" type="checkbox"/> # <u>1004</u>	REVIEW AUTHORITY ADMINISTRATIVE <input checked="" type="checkbox"/> BZA <input type="checkbox"/> VRB <input type="checkbox"/>
APPROVED <input checked="" type="checkbox"/> DENIED <input type="checkbox"/>	STAFF SIGNATURE <u>Jessica Hansen</u>	DATE <u>1 / 27 / 2020</u>
APPROVED-CONDITIONS <input type="checkbox"/>		



# CITY OF BELLBROOK

## ZONING PERMIT - SIGNS

15 EAST FRANKLIN STREET, BELLBROOK, OHIO 45305

(937) 848-4666 [WWW.CITYOFBELLBROOK.ORG](http://WWW.CITYOFBELLBROOK.ORG)

### APPLICANT INFORMATION

DATE RECEIVED 1/27/2020 PERMIT # 20-09  
PROPERTY ADDRESS 90 East Franklin Street ZONING DISTRICT R-1A  
PROPERTY OWNER Ryco Properties LLC PHONE NUMBER \_\_\_\_\_  
APPLICANT NAME Scott Campbell PHONE NUMBER \_\_\_\_\_

### REQUEST INFORMATION

BUSINESS NAME Law office of Patricia N. Campbell  
BUSINESS MAILING ADDRESS 90 East Franklin St. Bellbrook, OH 45305  
SIGN REQUEST NEW PERMANENT SIGN ☐ SIGN REFACE ☒ TEMPORARY ☐ OTHER ☐  
SIGN TYPE GROUND ☒ PROJECTING ☐ ROOF ☐ WALL ☐ SANDWICH BOARD ☐ BANNER ☐ OTHER ☒ Attached to Column  
SIGN DIMENSIONS HEIGHT 17.5 WIDTH 36 AREA 4.37 SQUARE FEET BUILDING FRONTAGE 24 LINEAR FEET  
SIGN LOCATION FRONT YARD ☒ SIDE YARD ☐ REAR YARD ☐ SIGN HEIGHT 5.5 FEET (FROM GROUND TO TOP OF SIGN)  
SIGN MATERIALS Aluminum w/ Plastic wrap hung from black metal arm.  
ADDITIONAL COMMENTS Hung above "Sweet Locust Counseling" sign, same dimensions

PLEASE PROVIDE AN ILLUSTRATION WHICH INCLUDES A COLOR RENDERING OF THE SIGN AND THE LOCATION OF THE SIGN ON THE BUILDING AND/OR PROPERTY.

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APPLICANT SIGNATURE Scott Campbell DATE 1/27/2020

OFFICE USE ONLY		
PERMIT FEE	PAYMENT TYPE	REVIEW AUTHORITY
\$ <u>50.00</u>	CASH <input type="checkbox"/> CHECK <input checked="" type="checkbox"/> # <u>10021</u>	ADMINISTRATIVE <input checked="" type="checkbox"/> BZA <input type="checkbox"/> VRB <input type="checkbox"/>
APPROVED <input checked="" type="checkbox"/> DENIED <input type="checkbox"/>	STAFF SIGNATURE <u>Jessica Hauer</u> DATE <u>1/27/2020</u>	
APPROVED-CONDITIONS <input type="checkbox"/>		





To: Village Review Board  
From: Jessica Hansen, City Planning & Zoning  
Date: February 20, 2020  
Subject: 18 E Franklin St, Bellbrook Ohio 45305

## Summary

The request is to replace the current sign image with a new one saying Verona's Pizza, with the phone number and delivery information.

## Applicant Information:

- **Applicant Name:** Bekim Demnika
- **Applicant Address:**
- **Property Owner:** Verona's Pizza
- **Property Owner Address:** 18 E Franklin Street, Bellbrook, Ohio 45305

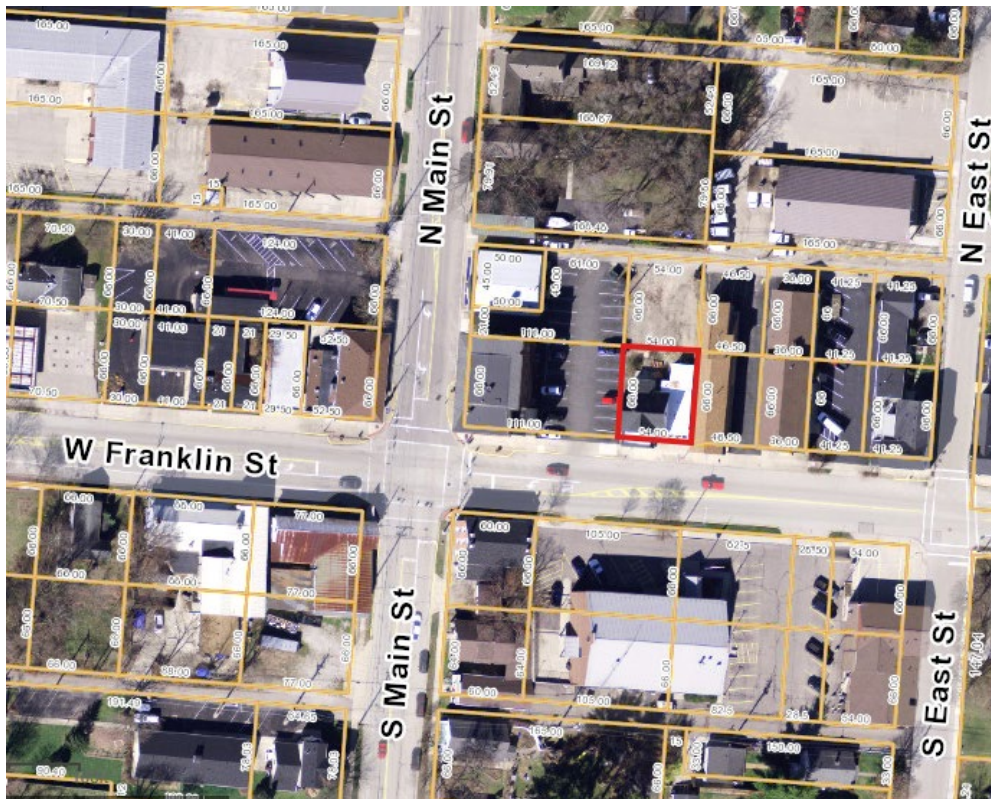


Figure 1 Location Map

## **Sign Information**

**Current Zoning:** B-4 Central Business District.

**Height** 17.5 Inches | **Width** 36 inches | **Area** 4.38 Sq FT

**Sign Location:** Front Yard

**Sign Height:** approximately 10 feet (from ground)

**Materials:** metal

**Sign Type:** Free Standing

## **Related Code Information:**

### **Article 18.20B(3)(c)**

#### **(c) Free Standing:**

*No free standing sign shall be mounted on the roof of a building nor shall it reach a greater height than the lowest point of the cornice of the building or facility it represents. In no case shall any portion of a free standing sign be located off the property of the facility it represents. All such signs shall be allowed the same area and be subject to the restrictions outlined for projecting signs.*

### **Article 18.20B(4)(a)(3)**

#### **(3) Free Standing:**

*No free standing sign shall be larger than thirty-six (36) square feet total exposed faces*

### **Article 18.20B(6) & (9)**

#### **(6) Materials:**

*Allowable materials are stone, wood and metal. Facsimiles of stone, wood and metal produced from other materials are permissible if deemed acceptable by the Village Review Board.*

## **Discussion:**

The sign is simply replacing the existing face plate with a new one, no major change is taking place.

*Please see Following Pages for more images and materials regarding the Sign Permit.*

Verona's  
Pizza



(937)-123-4567

Free Delivery \$20 Minimum

*Sign Design Example 1*



*Figure 2 Property*



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(937) 848-4666 [WWW.CITYOFBELLBROOK.ORG](http://WWW.CITYOFBELLBROOK.ORG)

### APPLICANT INFORMATION

DATE RECEIVED 2/19/2020 PERMIT # 20-21  
PROPERTY ADDRESS 18 E Franklin St ZONING DISTRICT B-1A B-4  
PROPERTY OWNER Sim Rich PHONE NUMBER 937 604 0078  
APPLICANT NAME Bekim Dempika PHONE NUMBER 937 789 0980

### REQUEST INFORMATION

BUSINESS NAME Verona's Pizza  
BUSINESS MAILING ADDRESS 18 E Franklin  
SIGN REQUEST NEW PERMANENT SIGN ☐ SIGN REFACE ☒ TEMPORARY ☐ OTHER ☐  
SIGN TYPE GROUND ☒ PROJECTING ☐ ROOF ☐ WALL ☐ SANDWICH BOARD ☐ BANNER ☐ OTHER ☐  
SIGN DIMENSIONS HEIGHT        WIDTH        AREA        SQUARE FEET BUILDING FRONTAGE        LINEAR FEET  
SIGN LOCATION FRONT YARD ☒ SIDE YARD ☐ REAR YARD ☐ SIGN HEIGHT        FEET (FROM GROUND TO TOP OF SIGN)  
SIGN MATERIALS Existing  
ADDITIONAL COMMENTS       

PLEASE PROVIDE AN ILLUSTRATION WHICH INCLUDES A COLOR RENDERING OF THE SIGN AND THE LOCATION OF THE SIGN ON THE BUILDING AND/OR PROPERTY.

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APPLICANT SIGNATURE [Signature] DATE 2/19/20

OFFICE USE ONLY		
PERMIT FEE	PAYMENT TYPE	REVIEW AUTHORITY
\$ <u>50.00</u>	CASH <input checked="" type="checkbox"/> CHECK <input type="checkbox"/> # <u>      </u>	ADMINISTRATIVE <input checked="" type="checkbox"/> BZA <input type="checkbox"/> VRB <input checked="" type="checkbox"/>
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>		
APPROVED-CONDITIONS <input type="checkbox"/>	STAFF SIGNATURE <u>[Signature]</u>	DATE <u>2/19/20</u>





# CITY OF BELLBROOK

## ZONING PERMIT - COMPLIANCE

15 EAST FRANKLIN STREET, BELLBROOK, OHIO 45305  
(937) 848-4666 [WWW.CITYOFBELLBROOK.ORG](http://WWW.CITYOFBELLBROOK.ORG)

### APPLICANT INFORMATION

DATE RECEIVED 2/19/2020 PERMIT # 20-20  
PROPERTY ADDRESS 18 E Franklin St ZONING DISTRICT R-1A B-4  
PROPERTY OWNER Jim Rich PHONE NUMBER 937 604 0678  
APPLICANT NAME Bekim Demnika PHONE NUMBER 937 709 0980

### REQUEST INFORMATION

BUSINESS NAME Verona's Pizza ( Business Verona's Italy Pizza LLC )  
BUSINESS MAILING ADDRESS 18 E Franklin St  
EXISTING USE Restaurant PROPOSED USE Restaurant

DESCRIPTION - INCLUDE SPECIFIC TYPE OF USE, HOURS OF OPERATION NUMBER OF EMPLOYEES AND OTHER PERTINENT INFORMATION

Italian pizza restaurant  
Hours - Monday - Thursday 11am - 9pm  
Friday - Saturday 11am - 10pm  
Sunday closed

PLEASE PROVIDE A FLOOR PLAN SHOWING INSIDE WALLS/DOORS AND EXTERIOR WINDOWS/DOORS AND ANY OTHER PERTINENT SITE CHARACTERISTICS. ADDITIONALLY, OTHER INFORMATION MAY BE REQUIRED FOR OCCUPANCY PERMIT REVIEW THROUGH THE GREENE COUNTY DEPARTMENT OF BUILDING REGULATION.

I UNDERSTAND THAT APPROVAL OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL FOR ANY ADMINISTRATIVE REVIEW, CONDITIONAL USE PERMIT, VARIANCE, OR EXCEPTION FROM ANY OTHER CITY REGULATIONS WHICH ARE NOT SPECIFICALLY THE SUBJECT OF THIS APPLICATION. I UNDERSTAND THAT APPROVAL OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL OF A BUILDING OCCUPANCY PERMIT. I UNDERSTAND FURTHER THAT I REMAIN RESPONSIBLE FOR SATISFYING REQUIREMENTS OF ANY PRIVATE RESTRICTIONS OR COVENANTS APPURTENANT TO THE PROPERTY.

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APPLICANT SIGNATURE [Signature] DATE 2/19/20

OFFICE USE ONLY		
PERMIT FEE	PAYMENT TYPE	REVIEW AUTHORITY
<u>\$20.00</u>	CASH <input checked="" type="checkbox"/> CHECK <input type="checkbox"/> #	ADMINISTRATIVE <input type="checkbox"/> BZA <input type="checkbox"/> VRB <input type="checkbox"/>
APPROVED <input checked="" type="checkbox"/> DENIED <input type="checkbox"/>		
APPROVED-CONDITIONS <input type="checkbox"/>	STAFF SIGNATURE <u>[Signature]</u>	DATE <u>2/19/20</u>