

Information for a Sign Application included in packet:

1. Sign Application.
2. Information list of items to be included when submitting your sign application.
3. Guidelines, ordinances, zoning information and in-house approval guidelines.
4. Application deadlines and meeting schedule.

Please note the following:

- * Do not have your permanent sign made until approval has been received. You may obtain a 14 day "temporary sign permit" from Brown County Planning & Zoning to display your temporary signage until approval has been received.
- * A representative must attend the scheduled Development Review Commission meeting to complete the approval process.

Items to be included with a sign application:

1. The application must be filled out completely. Any information omitted will cause a delay in the processing of your application.
2. A description of the sign – dimensions, colors, materials, type of finish, etc.
3. Include a sketch of the proposed sign along with a photo indicating the placement of the sign on the building/windows. Lettering placed in the windows will be included in the sign square footage.
4. Make sure the application has been signed by an authorized representative.
5. Once completed, the sign application must be presented to Brown County Planning & Zoning for payment of the \$35.00 non-refundable filing fee. Then the application along with the receipt must be submitted to the Town Administration office by 12:00 noon, the Wednesday prior to the scheduled meeting.

If you should have any questions, please call Town Administration, Phyllis Carr at 812-988-5526 or email at: pcarr@townofnashville.org

*The 2022 schedule for the
Development Review Commission
Application & Hearing Schedule
is as follows unless otherwise notified:*

DEVELOPMENT REVIEW COMMISSION MEETING MONTHS						
	January	February	March	April	May	June
Application Deadline	12/29/21	1/28/22	2/23/22	3/30/22	4/27/22	5/25/22
Hearing Date	1/18/22	2/15/22	3/15/22	4/19/22	5/17/22	6/21/22

DEVELOPMENT REVIEW COMMISSION MEETING MONTHS						
	July	August	September	October	November	December
Application Deadline	6/29/22	7/27/22	8/31/22	9/28/22	10/26/22	11/30/22
Hearing Date	7/19/22	8/16/22	9/20/22	10/18/22	11/15/22	12/13/22

Completed applications must be submitted to the Office of the Nashville Town Administration at least **3 weeks** prior to the regularly scheduled meeting of the Development Review Commission.

All meetings of the Development Review Commission are held at the Nashville Town Hall, 200 Commercial Street or via Video Conference at 6:00 p.m. and are open to the public.
Staff support provided by the Indiana Landmarks of Indiana.

Work sessions, when scheduled, are typically held prior to the meetings and are also open to the public.

STAFF APPROVAL GUIDELINES – NASHVILLE DEVELOPMENT REVIEW COMMISSION

Type of work	No approval required	Staff may approve	Commission approval required
Awnings and Canopies	* Replacement in kind of an existing awning or canopy	* Minor changes to awnings or canopies	* All other changes
Demolition			* Any demolition
Doors	* Replacement in kind of existing doors	* Changes to doors on secondary elevations	* All other changes
Foundations		* Repointing with an appropriate mortar	* All other changes
Garages and Outbuildings		* Replacement of secondary doors	* All other changes or new construction
Masonry		* Repointing with an appropriate mortar	* All other changes
Paint	* Repainting using existing colors	* Repainting with approved color	* All other changes, including painting of previously unpainted masonry
Porches and Balconies	* Replacement in kind of individual porch or balcony elements		* Any changes
Roofing	* Repair of small areas of roof damage with same materials	* Re-roofing, if proposed work will not alter roofline	* Any changes, including chimney removal, skylight installation, etc.
- Gutters and Downspouts	* Cleaning gutters and downspouts * Repair/replacement to match originals in style and materials		* All other changes
Siding	* Replacement of small area of siding with same material	* Removal of inappropriate siding if original siding exists underneath	* All other changes
- Cleaning	* Cleaning building exterior with gentle means (i.e. no sandblasting)		* Any other cleaning methods

Type of work	No approval required	Staff may approve	Board approval required
Signs	* Repainting existing sign with the same colors and design	* Replacement of signboard on an existing frame, if using approved colors * New signage if less than 12 square feet per side * Temporary signs * Relocation of signs, if the sign has had prior approval, no changes are being made to the sign, and the sign meets all other terms of the ordinance	* All other changes or new signs
Trim and Ornamentation	* Repair/replacement of ornamentation to match original in size, design, materials and proportion		* All other changes
Windows	* Repair of broken window pane(s) to match original * Reglazing windows * Replacement of sash in kind	* Installation of storm windows with painted finish, if horizontal elements and size match windows beneath	* All other changes
Fences	* Removal of chain link fences * Repair/replacement of existing fence with like design and materials		* All other changes or new fences
Landscaping	* Planting or removal of minor trees, bushes, annuals or perennials on private property		* Landscaping plans in conjunction with new construction or parking lots
Sidewalks, Driveways, Steps and Curbs	* Repair of existing sidewalks on private property with like materials	* Changes to sidewalk materials in private side or rear yards visible to the public	* All other work
New Construction			* All new buildings or additions, including garages, porch enclosures, garden structures
Other	* Installation of flag brackets, house numbers, kick plates or door knockers	* Installation of mechanical equipment in side and rear yards * Installation of porch or rear and side yard light if consistent with town lighting ordinances	* Installation of free-standing light in front yard

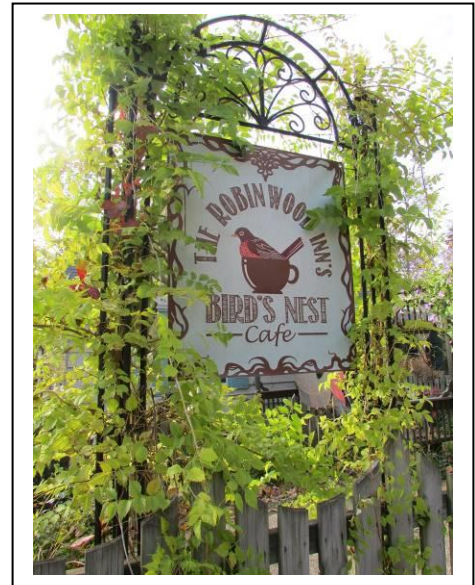
SIGNAGE

Signs play an important role in helping to define the visual quality of the Town of Nashville. Both public and private commercial signs are integral elements of the landscape and should be treated with sensitivity. Used appropriately, they can effectively communicate information and enhance the environment in which they are placed. Used inappropriately, signs can create visual confusion and competition in an otherwise harmonious grouping of structures.

A sign's primary functions are to identify a business, contribute to its image, and provide information on the goods and services that it offers. Graphic simplicity and compatibility with the existing architecture are the basic principles of designing effective and attractive signage. Sign size, shape, location, materials, color, lettering style, and illumination must all be considered in order to successfully create the positive image that is desired.

Public traffic, directional, and informational signs are also found throughout Nashville's commercial districts. Because of their placement, proliferation, and standardized fabrication, they too have a tremendous impact on the visual character of the townscape. Whenever possible, public signs should be consolidated and placed on uniform poles to reduce visual clutter. A standard theme employed in the use of the Town's signage may also be desirable to create a harmonious character for the area.

Please note: when making application for a new sign, the sign should not be manufactured until all necessary approvals have been received!



This attractive free-standing sign is enhanced by a decorative mounting structure, as well as creative landscaping.

Si1 See Town of Nashville Ordinances 1988-1 and 1988-2 for additional signage regulations. While sign size is regulated by this ordinance, the DRC may, at its discretion, require signs at a reduced size if determined appropriate for the character of the development and the surrounding area.

Si2 A business should have no more than two signs. The total area of all signs for any business establishment shall not exceed one square foot of sign surface for each 30 square feet of interior retail or business space, excluding storage areas, up to a maximum sign surface of 75 square feet (or 300 square feet for businesses located on properties abutting State Road 46). However, any business shall be allowed at least 12 square feet of sign surface. (*Town of Nashville Ordinance 1988-1*)

Si3 Signage on buildings that contain multiple tenants should be related. Consider designating a 'tenant area' for signs, where all tenants would be listed in a uniform format or style.

Si4 Owners of properties occupied or intended to be occupied by multiple businesses are encouraged to submit a signage plan to the DRC for review and approval. This plan would include an overall theme or design for the signage, as well as an allocation of space for any common or directory signs.



Simplicity is often best when it comes to designing an attractive and effective sign.

Si5 Consolidate public utility signs on a single pole in order to reduce their number whenever possible.

Si6 Sign types that are traditionally found in Nashville should be used, including projecting signs, flush-mounted wall signs, free-standing signs, painted wall signs, and window, door or transom signs.

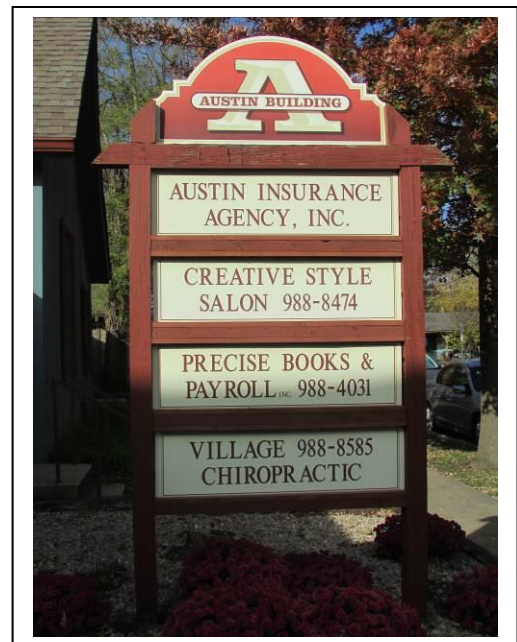
Si7 Signs should be designed to fit in with the building façade and surrounding signs in color, composition, size and materials.

Si8 Design signs such that the size and proportion of the sign reflects the proportions and dimensional relationships of the building. Design storefront-level signs to be pedestrian oriented and scaled accordingly.

Si9 Historically significant signs and advertising features, including 'ghost signs,' should be preserved and maintained. These signs do not count toward the allowable square footage for business signage.

Si10 If lighting is desired, it should be indirect - use overhead or gooseneck lights. Internal illumination, edge-lighting or fluorescent lighting is not appropriate, nor are revolving or flashing signs. Any use of neon is prohibited.

Si11 Traditional materials should be used for signs, including painted or carved wood, or lettering applied to glass using gold leaf, paint, vinyl, or etching. Metal signs will be considered on a case-by-case basis, and should have some type of frame element. If modern materials are used, they should be finished in way that gives the appearance of traditional materials. Matte finishes are preferable to glossy. Plastic is generally not acceptable as a sign material. Printed vinyl materials, whether used as a banner or adhered to a backing board, are also generally not acceptable for use as a permanent sign.



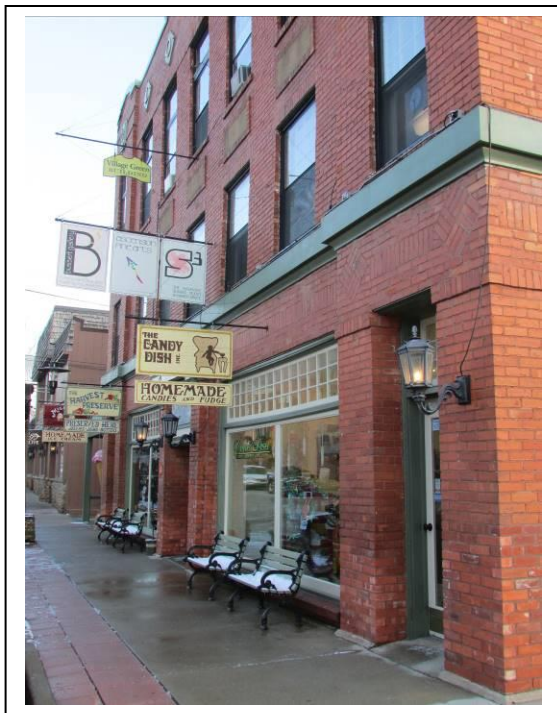
One sign lists all of the tenants in this building in a consistent format.

Si12 Poster boards and handmade signs are prohibited.

Si13 The top of any sign may not be higher than the peak of the roof of the building to which it is attached and in no case may it be higher than twenty feet above the ground, nor shall the bottom of a sign in or over a sidewalk be lower than eight feet.

Si14 Avoid mounting signs in a location where architectural elements are covered or the display area is obscured, or in a manner that damages the building.

Si15 Provide proper flashing into the wall for wall-mounted signs to prevent deterioration. Secure wall-mounted signs on masonry buildings in mortar joints to prevent damage to the masonry whenever possible.



Left: The lower-level projecting signs here are sited in the storefront cornice area, a traditional signage location.

Below: Banners and temporary signs can play an important role in promoting special events or sales, but may not be used as permanent advertising for a business.



Si16 Locate wall signs on traditional, multi-story commercial buildings on the storefront cornice or sign frieze area that separates the ground level storefront from the upper façade. In this location the sign serves as a boundary between two major façade components and helps strengthen their definition.

Si17 Locate freestanding signs in areas that will not obscure a building or site's architectural elements or important features, or neighboring buildings. Low shrubbery or plantings around the base of the sign may be required by the DRC. These signs must be proportionate to the size of the building and its site.

Si18 Billboards and off-premise signs are expressly prohibited without receipt of a variance from the Brown County Area Plan Commission.

Si19 New signs of twenty-four square feet or less can be approved by DRC staff. Larger signs require full DRC review. Staff can also approve a new signboard on an existing frame, relocation of a previously-approved sign and temporary signs that will be in use for fewer than four days.

Si20 All temporary signs to be displayed for more than four days must be approved by the Planning Director by writing on them the date of display and date for removal. Any signs that are to be displayed more than 14 days are considered permanent and must receive a sign permit as such.

Si21 Informational signs that solely provide guidance to a potential customer – e.g. parking or directional signs, hours of operation – but do not include the business name or logo do not require DRC approval and do not count the total number or square footage of signs allowed per business. However, the size and number of these signs should be kept to the minimum, to avoid creating visual clutter.



Left: When planning an informational sign, think about other signs that are nearby. Are users receiving contradictory information?



Right: The design and placement of signage does more to attract customers than does sheer size. The signs here fit in with the historic façade of this National Register-listed building, rather than competing with it.

Si22 A feather banner – a.k.a. teardrop banner or quill sign – is defined as a type of vertical banner made of flexible materials, the longer dimension of which is typically attached to a pole or rod that is driven into the ground or supported by an individual stand, and typically having a dimensional ratio of 4 high to 1 wide. Feather banners are not permitted within the Village District. Outside the Village District, a business may utilize feather banners – no more than two per business – to advertise sales or special events, for a period not to exceed 30 consecutive days.

Si23 An inflatable sign is defined as any sign, including balloons larger than 24 inches in diameter or height, which is structurally supported through the use of air, helium or other gas to provide support, including signs that which contain air, helium, or another gas in a sealed container or structure and signs which utilize a fan or blower to push air into or through the sign material. Inflatable signs are not permitted within the Town of Nashville.

Si24 Spinner, triangular flag or pennant roping or other draped or tied banners, or any other type of other signage intended to be put into motion by the atmosphere is also prohibited within the Town of Nashville, as are human sign holders.



This attractive and eye-catching sandwich board provides an overview of the products offered in the shop. Its placement at the edge of the sidewalk and adjacent to a light pole helps to minimize impacts on pedestrian traffic.

Si25 A sandwich board is defined as a free-standing self-supporting and portable sign, with two flat faces and no moving parts or lights. Sandwich boards do not require DRC approval, provided that they meet the following standards.

A business shall have no more than one sandwich board. Sandwich boards may be no larger than 42" tall or 24" wide and must be placed in a location outside the public right-of-way that does not impede pedestrian flow or create a safety hazard. Traditional materials such as wood or chalk board should be used, or if modern materials are used they should be finished in a way to give the appearance of traditional materials. Signs of this type must be removed from the outside location at the close of each business day.

Si26 A marquee or directory sign is defined as a sign, either free-standing or flush-mounted to a building, that provides a list of multiple tenants in that building or complex. The overall design of a new or substantially altered marquee or directory sign is subject to review by the DRC, including its size, materials, design, site placement, landscaping, etc. Directory signs should be constructed from materials consistent with the design guidelines that complement the structure or complex that they serve. The scale of these signs must also be consistent with the scale of the subject building(s) and their surroundings.

The nameplates for the individual tenants should be of a standard size and material, to tie them together visually and make them easier to read. These nameplates do not count toward the total number or square footage of signage allowed per business. Nameplates should be removed promptly if a tenant vacates its location.

In a complex containing multiple related buildings, a free-standing directory sign's dimensions should generally not exceed fifty square feet per side in the Village District or one hundred fifty square feet per side for complexes abutting State Road 46. Larger signs may be allowed or smaller signs required at the discretion of the DRC, if warranted by the scale of the complex. A complex should not have more than two directory signs. If a flush-mounted directory sign is to be utilized, the overall sign size should generally not exceed 10% of the surface area of the wall on which it is located.



*Above left: Flush-mounted wall sign
Above: Free-standing ground sign
Below left: Window sign*