



To: BZA/PRC  
From: Cathi Spaugy, Community Development Administrator  
Date: December 9, 2025  
Subject: Staff Report -BZA Case -2025-BZA-04: 3777 Upper Bellbrook Rd.

### Summary of the Request

The applicant, Golden Rule Signs/Bellbrook Sugarcreek Local School District (Bell Creek Intermediate School) is proposing the installation of a new permanent freestanding ground sign. The sign is aluminum and polycarbonate construction with an ID cabinet and electronic message board. The sign dimensions are 96" H x 96" W, total square feet = 64. The sign height from ground to the top of the sign is 8'.

The Zoning Code 18.20A – (d) (1) Signs for Institutional Usage states one detached ground sign, not to exceed thirty-six square feet per side or seventy-two (72) square feet total sign area, or six (6) feet in height. Such signs may be illuminated. The proposed sign meets the square footage requirement but exceeds the height requirement.

The BZA/PR should consider the recommendation for the installation of a new permanent free-standing sign.

### Applicant Information

Golden Rule Signs/Bellbrook Sugarcreek School District

### Current Zoning District

R-1A One Family Residential

### Parcel Identification

L35-0001-0004-0-0001-00

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

Upon approval by the BZA/PRC, the City will issue the Certificate of Zoning.

### Applicant's Reason for the Request

The applicant wishes to install a new permanent freestanding ground sign that exceeds the requirements of the Zoning Code.

**Surrounding Land Use within 1,000 Feet**

Single-family residential. Planned Residential, Agricultural

**Previous Related Development Decisions in the Immediate Area (3-5 Years)**

N/A

**Comprehensive Plan Applied to the Geographical Area**

The Comprehensive plan encourages design that improves physical appearance.

**Existing Public Utilities**

Water, Gas, Electric, Sanitary Sewer

**Soil Survey Data**

N/A

**Classification of Streets, Traffic Volumes & Direction, Planned Improvements**

N/A

**Flood Plain Information**

N/A

**Comments from City and County Agencies**

The Community Development Administrator has reviewed the permit application and has no concerns.

**Supporting Maps & Graphics**

See attached

**Staff Recommendation**

Staff recommend that the BZA/PRC consider the project.



## Notice of Public Hearing

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**The Bellbrook Board of Zoning Appeals  
will conduct a public hearing on  
Tuesday, December 16, 2025, at 6:30 p.m.  
City Council Chambers (second floor)  
15 East Franklin Street, Bellbrook, Ohio 45305.**

**BZA Case #25-04: 3777 Upper Bellbrook Rd.**

The Bellbrook Board of Zoning Appeals will hold a public hearing on a variance request for **3777 Upper Bellbrook Rd.** The variance request of the Bellbrook Zoning Code Section 18.20A(Permitted Signs - General) is for the installation of a new permanent ground sign for Bell Creek Intermediate School that will exceed the maximum square foot total sign area and maximum height requirement.

If you have questions, please contact the City of Bellbrook Community Development Department at (937) 848.4666 or [cathi@bellbrook.gov](mailto:cathi@bellbrook.gov)

This publication was mailed December 1, 2025



# CITY OF BELLBROOK

## APPLICATION FOR ZONING VARIANCE

15 EAST FRANKLIN STREET, BELLBROOK, OHIO 45305

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

DATE RECEIVED 11 / 20 / 2025

STAFF USE

APPLICATION # 2025-262

### APPLICANT INFORMATION

PROPERTY OWNER Bellbrook-Sugarcreek Local School District PHONE NUMBER 937-848-3757

OWNER ADDRESS 3777 Upper Bellbrook Rd., Bellbrook, OH

APPLICANT NAME Golden Rule Signs PHONE NUMBER 502-416-1999

APPLICANT ADDRESS 1083 Brooks Industrial Rd. Shelbyville, KY 40065

APPLICANT EMAIL heather@goldenrulesigns.com

### REQUEST INFORMATION

PROPERTY ADDRESS 3777 Upper Bellbrook Rd., Bellbrook, OH ZONING DISTRICT \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ LOT NUMBER \_\_\_\_\_ PARCEL ID \_\_\_\_\_

DESCRIBE THE GENERAL NATURE OF THE VARIANCE Bell Creek Intermediate School would like to install a new freestanding sign, with an ID cabinet and electronic message board, that is larger than the regulations allow.

**SEE THE REVERSE OF THIS PAGE FOR ADDITIONAL INFORMATION TO BE INCLUDED WITH AN APPLICATION FOR ZONING VARIANCE.**

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 \_\_\_\_\_ DATE 11 / 20 / 2025

### OFFICE USE ONLY

APPLICATION FEE	PAYMENT TYPE	REVIEW AUTHORITY
<u>\$ 260</u>	CASH <input type="checkbox"/> CHECK <input checked="" type="checkbox"/> # <u>6768</u>	ADMINISTRATIVE, BOARD OF ZONING APPEALS
BOARD OF ZONING APPEALS	MEETING DATE <u>12 / 16 / 25</u>	APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> CONDITIONS <input type="checkbox"/>

## **AMENDING THE ZONING CODE**

### **A. PROCEDURES AND REQUIREMENTS FOR VARIANCES (ZONING CODE 20.13)**

TO VARY THE STRICT APPLICATION OF ANY OF THE REQUIREMENTS OF THIS ORDINANCE IN THE CASE OF EXCEPTIONALLY IRREGULAR, NARROW, SHALLOW OR DEEP LOTS, OR OTHER EXCEPTIONAL PHYSICAL CONDITIONS, WHEREBY SUCH STRICT APPLICATION WOULD RESULT IN PRACTICAL DIFFICULTY OR UNNECESSARY HARDSHIP - NOT ECONOMIC IN NATURE – THAT WOULD DEPRIVE THE OWNER OF REASONABLE USE OF THE LAND OR BUILDING INVOLVED BUT IN NO OTHER CASE. THE FACT THAT ANOTHER USE WOULD BE MORE PROFITABLE IS NOT A VALID BASIS FOR LEGALLY GRANTING A VARIANCE. NO NONCONFORMING USE OF NEIGHBORING LANDS, STRUCTURES, OR BUILDINGS IN THE SAME DISTRICT, AND NO PERMITTED USE OF LANDS, STRUCTURES OR BUILDINGS IN OTHER DISTRICTS SHALL BE CONSIDERED GROUNDS FOR THE ISSUANCE OF A VARIANCE. THE VARIANCE REQUESTED SHALL NOT ALTER THE ESSENTIAL CHARACTER OF THE LOCALITY, NOR BE IN CONFLICT WITH THE COMPREHENSIVE MASTER PLAN. IN MAKING THIS DETERMINATION, THE BOARD OF ZONING APPEALS SHALL BE ADVISED BY THE RECOMMENDATION OF THE PLANNING BOARD. IN CASES INVOLVING PROPERTIES SITUATED WITHIN THE VILLAGE DISTRICT, AS DEFINED BY ARTICLE 14, SECTION 14.02 OF THE BELLBROOK ZONING CODE, THE VILLAGE REVIEW BOARD SHALL, WHEN POSSIBLE, MAKE A RECOMMENDATION TO THE BOARD OF ZONING APPEALS REGARDING THE DISPOSITION OF THE VARIANCE REQUEST.

### **B. APPLICATION AND STANDARDS FOR VARIANCES (ZONING CODE 20.13.2)**

A VARIANCE FROM THE TERMS OF THIS ORDINANCE SHALL NOT BE GRANTED BY THE BOARD OF ZONING APPEALS UNLESS AND UNTIL A WRITTEN APPLICATION FOR A VARIANCE IS SUBMITTED TO THE ZONING INSPECTOR AND THE BOARD OF ZONING APPEALS CONTAINING:

- a) NAME, ADDRESS AND PHONE NUMBER OF APPLICANTS;
- b) LEGAL DESCRIPTION OF PROPERTY; AND A SITE PLAN BASED ON AN ACCURATE SURVEY SHOWING EXISTING AND/OR FUTURE BUILDING LOCATIONS AND THE LOCATIONS OF BUILDINGS ON ADJACENT PROPERTIES. THIS SITE PLAN SHOULD BE PREPARED BY A REGISTERED SURVEYOR ATTESTING TO THE ACCURACY OF SAME;
- c) DESCRIPTION OF NATURE OF VARIANCE REQUESTED;
- d) VARIANCES FROM THE TERMS OF THE ZONING ORDINANCE SHALL BE GRANTED ONLY WHERE THE PROPERTY OWNER SHOWS THAT THE APPLICATION OF A ZONING REQUIREMENT TO THE PROPERTY IS INEQUITABLE CAUSING THE PROPERTY OWNER PRACTICAL DIFFICULTIES IN THE USE OF THE PROPERTY. FACTORS TO CONSIDER INCLUDE, BUT ARE NOT LIMITED TO:
  - 1) WHETHER THE PROPERTY IN QUESTION WILL YIELD A REASONABLE RETURN OR WHETHER THERE CAN BE ANY BENEFICIAL USE OF THE PROPERTY WITHOUT THE VARIANCE;
  - 2) WHETHER THE VARIANCE IS SUBSTANTIAL;
  - 3) WHETHER THE ESSENTIAL CHARACTER OF THE NEIGHBORHOOD WOULD BE SUBSTANTIALLY ALTERED OR WHETHER ADJOINING PROPERTIES WOULD SUFFER A SUBSTANTIAL DETRIMENT AS A RESULT OF THE VARIANCE;
  - 4) WHETHER THE VARIANCE WOULD ADVERSELY AFFECT THE DELIVERY OF GOVERNMENTAL SERVICES SUCH AS WATER, SANITARY SEWER OR GARBAGE REMOVAL;
  - 5) WHETHER THE PROPERTY OWNER PURCHASED THE PROPERTY WITH KNOWLEDGE OF THE ZONING RESTRICTION;
  - 6) WHETHER THE PROPERTY OWNER'S PREDICAMENT FEASIBLY CAN BE OBIATED THROUGH SOME METHOD OTHER THAN A VARIANCE; AND
  - 7) WHETHER THE SPIRIT AND INTENT BEHIND THE ZONING REQUIREMENT WOULD BE OBSERVED AND SUBSTANTIAL JUSTICE DONE BY GRANTING THE VARIANCE. THE BOARD SHALL DETERMINE, AFTER AND WEIGHING THE FACTORS DESCRIBED ABOVE AND ANY OTHER FACTORS THE BOARD DEEMS RELEVANT, WHETHER THE PROPERTY OWNER HAS SHOWN PRACTICAL DIFFICULTIES SO INEQUITABLE AS TO JUSTIFY GRANTING A VARIANCE TO THE PROPERTY OWNER.

### **C. THE BOARD ASKS THE APPLICANT TO ANSWER ITEMS 1-7 ABOVE IN WRITING TO BE INCLUDED WITH THIS APPLICATION.**





# CITY OF BELLBROOK

## ZONING PERMIT - SIGNS

15 EAST FRANKLIN STREET, BELLBROOK, OHIO 45305

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

DATE RECEIVED 11 / 20 / 2025

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APPLICATION # 2025-262

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PROPERTY OWNER Bellbrook-Sugarcreek Local School District PHONE NUMBER 937-848-3757

APPLICANT NAME Golden Rule Signs PHONE NUMBER 502-416-1999

APPLICANT EMAIL heather@goldenrulesigns.com

### REQUEST INFORMATION

BUSINESS NAME Bell Creek Intermediate School

BUSINESS MAILING ADDRESS 3777 Upper Bellbrook Rd., Bellbrook, OH

SIGN REQUEST NEW PERMANENT SIGN ☒ SIGN REFACE ☐ TEMPORARY ☐ OTHER ☐

SIGN TYPE GROUND ☒ PROJECTING ☐ ROOF ☐ WALL ☐ SANDWICH BOARD ☐ BANNER ☐ OTHER ☐

SIGN DIMENSIONS HEIGHT 8 ft WIDTH 6 ft AREA 48 SQUARE FEET BUILDING FRONTAGE 497 LINEAR FEET

SIGN LOCATION FRONT YARD ☒ SIDE YARD ☐ REAR YARD ☐ SIGN HEIGHT 11 ft FEET (FROM GROUND TO TOP OF SIGN)

SIGN MATERIALS aluminum nad polycarb

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.

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

APPLICANT SIGNATURE \_\_\_\_\_ DATE 11 / 20 / 2025

OFFICE USE ONLY		
PERMIT FEE \$ <u>50</u>	PAYMENT TYPE CASH <input type="checkbox"/> CHECK <input checked="" type="checkbox"/> # <u>6768</u>	REVIEW AUTHORITY ADMINISTRATIVE <input checked="" type="checkbox"/> BZA <input checked="" type="checkbox"/> VRB <input type="checkbox"/>
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>		
APPROVED-CONDITIONS <input type="checkbox"/>	STAFF SIGNATURE _____	DATE ____/____/____

## **REGULATION OF SIGNS**

### **A. PURPOSE**

THE CITY'S SIGN REGULATIONS EXIST TO PROTECT EACH PERSON'S CONSTITUTIONAL RIGHT TO FREEDOM OF SPEECH AND TO PROTECT THE PUBLIC HEALTH, SAFETY, CONVENIENCE, COMFORT, PROSPERITY, AND GENERAL WELFARE. THE CODE REGULATES THE TIME, PLACE, AND MANNER IN WHICH SIGNS ARE DISPLAYED TO ACHIEVE THE FOLLOWING:

- a) PERMIT NON-COMMERCIAL SIGNS ON ANY PROPERTY WITHIN THE CITY.
- b) PERMIT SIGNS, WHICH DO NOT CREATE A POTENTIAL HAZARD TO THE PUBLIC SAFETY.
- c) PERMIT COMMERCIAL SIGNS APPROPRIATE TO THE LAND USE AND/OR ZONING CLASSIFICATION OF EACH PROPERTY WITHIN THE CITY.
- d) CREATE A MORE AESTHETICALLY PLEASING CITY.
- e) ELIMINATE VISUAL CLUTTER WITH THE CITY.

### **B. PERMIT REQUIRED**

NO BUILDING OR OTHER STRUCTURE SHALL BE ERECTED, MOVED, ADDED TO, STRUCTURALLY ALTERED, NOR SHALL ANY BUILDING, STRUCTURE OR LAND BE ESTABLISHED OR CHANGED IN USE WITHOUT A PERMIT ISSUED BY THE ZONING INSPECTOR. ZONING PERMITS SHALL BE ISSUED ONLY IN CONFORMITY WITH THE PROVISIONS OF THIS ORDINANCE UNLESS THE ZONING INSPECTOR RECEIVED A WRITTEN ORDER FROM THE BOARD OF ZONING APPEALS OR FROM THE CITY COUNCIL, AS PROVIDED BY THIS ORDINANCE.

### **C. PERMITTED SIGNS (ZONING CODE: 18.20 A)**

- a) THIS SECTION REGULATES SIGNS IN EACH ZONING DISTRICT OF THE CITY OUTSIDE OF THE OLD VILLAGE DISTRICT.
- b) SIGN REQUESTS THAT DO NOT MEET THE STANDARDS OF THE CODE CAN BE GRANTED A VARIANCE. A VARIANCE MUST BE REQUESTED BY THE APPLICANT AND WOULD NEED APPROVAL BY THE BELLBROOK BOARD OF ZONING APPEALS BEFORE A ZONING PERMIT CAN BE ISSUED.

### **D. PERMITTED SIGNS (OLD VILLAGE DISTRICT) (ZONING CODE: 18.20 B)**

- a) THIS SECTION REGULATES SIGNS IN THE OLD VILLAGE DISTRICT.
- b) ALL SIGN REQUESTS FOR PROPERTIES IN THE OLD VILLAGE DISTRICT MUST BE APPROVED BY THE BELLBROOK VILLAGE REVIEW BOARD BEFORE A ZONING PERMIT CAN BE ISSUED.
- c) SIGN REQUESTS THAT DO NOT MEET THE STANDARDS OF THE CODE CAN BE GRANTED A VARIANCE. A VARIANCE MUST BE REQUESTED BY THE APPLICANT AND WOULD NEED A RECOMMENDATION BY THE BELLBROOK VILLAGE REVIEW BOARD AND APPROVAL BY THE BELLBROOK BOARD OF ZONING APPEALS BEFORE A ZONING PERMIT CAN BE ISSUED.

**(3) Wall Sign:**

Only one (1) wall sign shall be permitted on each dwelling unit and each sign shall not exceed one (1) square foot. The wall sign may bear any non-commercial message or a commercial message pertaining to a commercial activity lawfully conducted on the premises.

**(d) Signs for Institutional Uses:**

Any school, house of worship, recreation center or other institutional use, including the Old Village District, may have the same signage allowed for any other use in the same zoning district in which it is located or the signs listed in paragraphs (1), (2) and (3), in this subsection:

(1) One (1) detached ground sign, not to exceed thirty-six (36) square feet per side or seventy-two (72) square feet total sign area, or six (6) feet in height. Such signs may be illuminated;

(2) The number of wall signs shall be limited to one per each wall of the building and the total combined area of all wall signs shall not exceed one (1) square foot of sign area per linear foot of building frontage; and

(3) Signs conforming to the *Manual of Uniform Traffic Control Devices* and containing no commercial message are permitted in required off-street parking areas.

**(e) Temporary Subdivision Signs:**

As a temporary use accessory to the permitted activity of lawful subdivision development, one temporary sign per subdivision is permitted. There shall in no case be more than one (1) such sign for each fifty (50) lots in a proposed subdivision. Such sign shall not be illuminated and shall not exceed thirty-two (32) square feet per side, or sixty-four (64) square feet total sign area. Such signs shall be removed upon the sale of ninety percent (90%) of the lots in the subdivision.



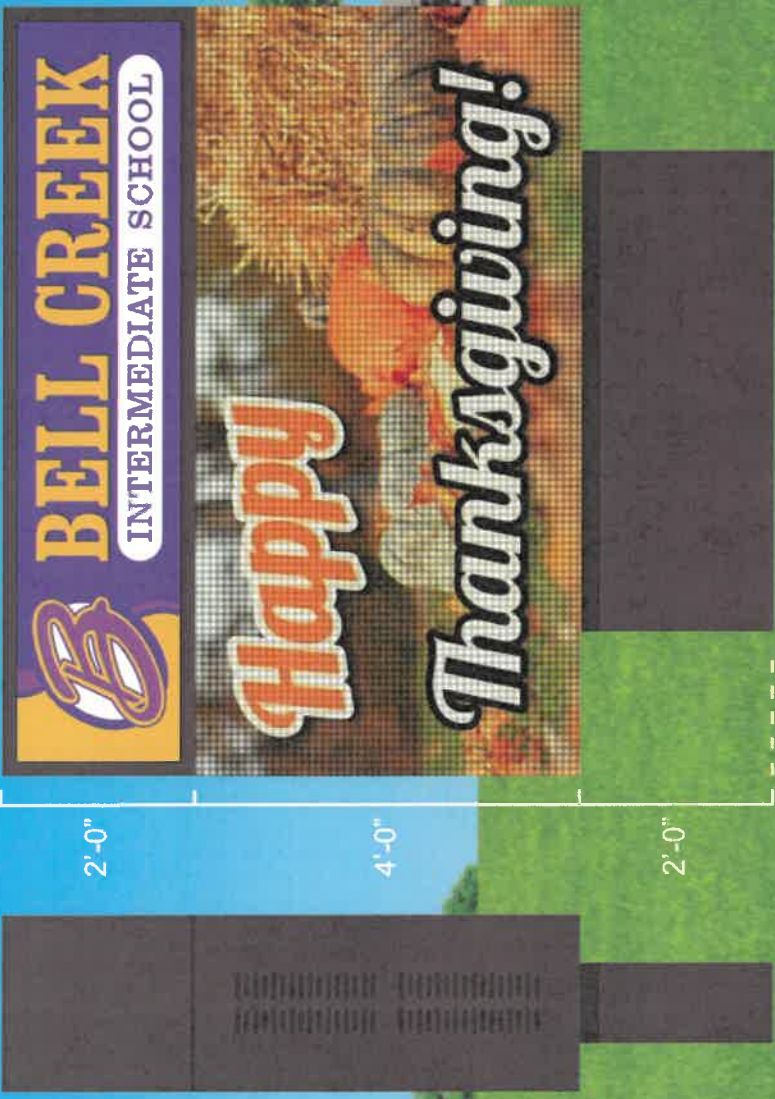
DISREGARD ANY DIMENSIONS AND ART ON THIS PAGE: ONLY USE DIMENSIONS ON LINE DRAWING PAGE AND ART FROM SIGNED ART PAGE.

2" Retainer 8'-0"

2'-0"

4'-0"

2'-0"



A

6' tall Man



**Bell Creek Intermediate School**

3777 Upper Bellbrook Rd.  
Bellbrook OH 45305



**Golden Rule**  
SIGNS  
1083 Brooks Industrial Rd  
Shelbyville, KY 40065

## Scope of Work:

### Electronic Message Center (EMC):

- 15mm, 80 x 160, 4'-0" x 8'-0", Double Cellular with Lifetime Data
- (2) USMB-G3

### Fabrication:

#### Standard ID Cabinet

- Aluminum stick/extrusion frame, skin painted, 1.5" retainers, saddle mount

#### Pole Skirt

- Stick-weld frame, aluminum skin .063", painted, removable panel

#### Vented Side Covers

- (2) .063" aluminum, painted, routed holes for venting with VHB tape per plan

#### Faces

- (2) Clear poly-carbonate face, 2nd surface digital print

### Structural:

- Steel tube per drawings
- New Concrete Caisson, 2,500 PSI

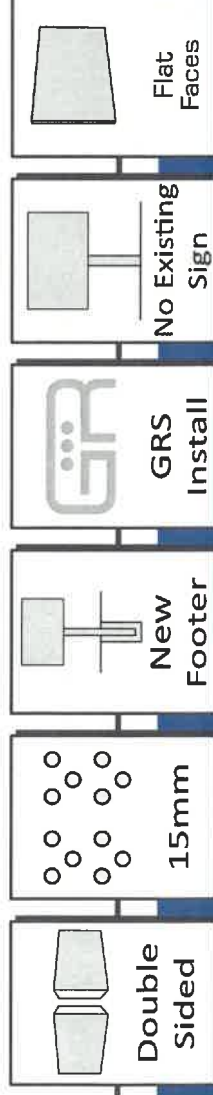
### Installation:

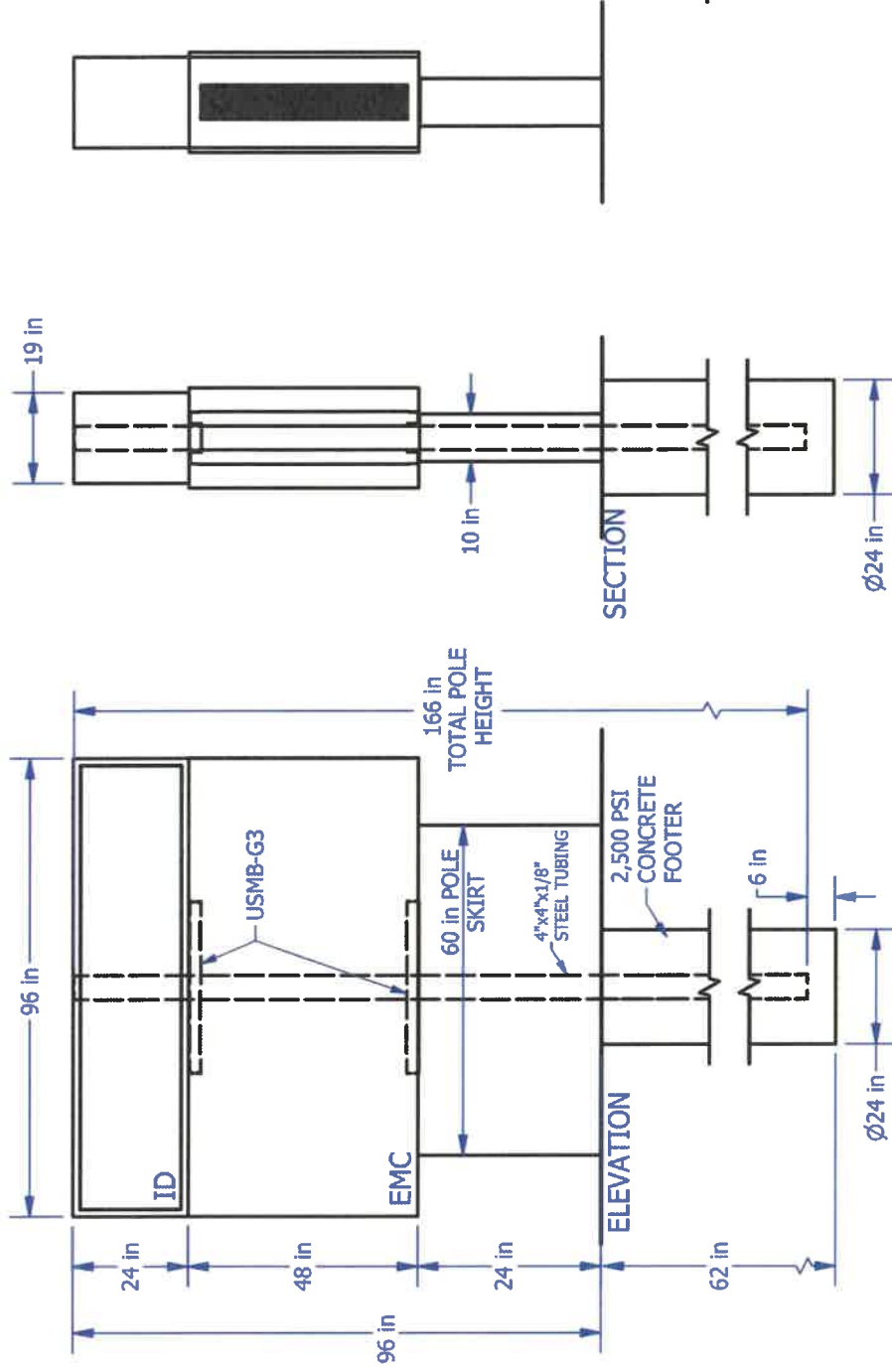
- Receive and inspect sign from GRS
- Remove and dispose of existing signage
- Dig footer, pour concrete, set pole
- Mount and attach sign per drawings
- Connect sign to existing power (to be ran by others)
- Mount and connect Cellular antennas

\*\* Take completion photos. \*\*

\*\* Remove and/or level out any excess spoils. \*\*

\*\* Leave a clean job site. \*\*





Fabrication Paint Color

Cabinet PMS Color:



**PANTONE 518 C**  
Powdercoat RAL 4007



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SIGNS  
1083 Brooks Industrial Rd  
Shelbyville, KY 40065

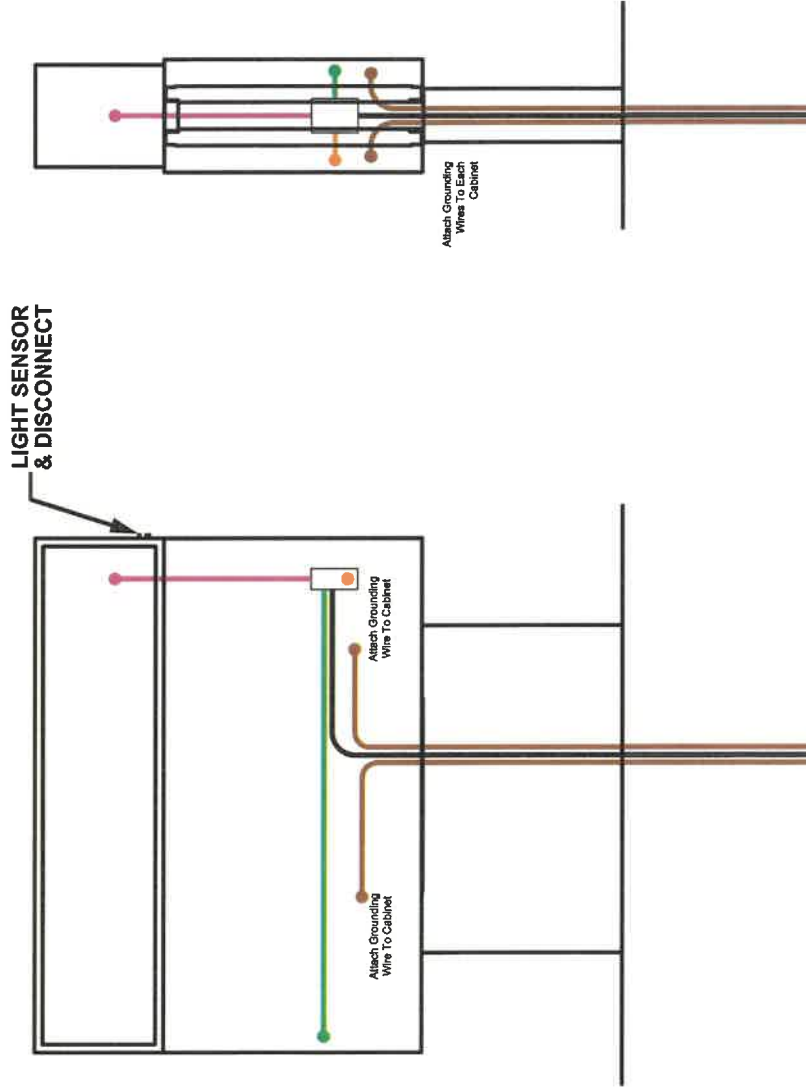


# Electric Overview

240 volts  
10 amps

Designated  
Circuit(s)

National Electric Code requires  
that lines not exceed 80% load  
of any one circuit.



- 6GA. COPPER AND 1/2" ROD X6"
- ID CABINET POWER WHIP
- PRIMARY EMC WHIP
- SECONDARY EMC WHIP
- CLIENT PROVIDED PRIMARY



Cellular

\*\*\*All ID Cabinet electrical components to be  
wide range power to serve up to 240 volts\*\*\*



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