HLPC

SIGN APPLICATION

FOR PIKE PLAN, LANDMARK AND HISTORIC DISTRICT BUILDINGS
meetings are held the first Thursday of each month at Kingston City Hall, 420 Broadway, Kingston, New York at 6:30 PM. For more information call (845) 331-1217, Building Safety Division.

ALL APPLICANTS MUST HAVE A REPRESENTATIVE AT THE MEETING IN ORDER TO BE REVIEWED.

Date:_____

Address of Property:_____
SBL#:_____
Owner's Name:_____
Owner's Address:_____

Applicant or
Contact person:_____
Phone #:_____
Fax#:_____
E-Mail:_____

Number of signs proposed:_____
Size of each sign:_____
Material:_____
Colors (include paint samples):_____
Method of attachment:_____

Include a sketch of the proposed signs, including lettering style, type and material of supports, posts or brackets, indicate where colors will be used, and proposed sign locations using elevation plans and photographs of site.

Note: Pike Plan applicants, see attachments for canopy placement and specific regulations governing size and placement.

I understand and agree that no work on this request shall commence until approval is granted and a permit is issued by the Kingston Building Safety Division.

Property Owner's Signature:_____
Date:_____

SEQR DECISION: MOTION BY: _____ SECONDED BY: _____
Type I Action: _____ Negative Declaration of Environmental Significance: _____
Type II Action: _____ Conditioned Negative Declaration: _____
Unlisted Action: _____ Seek/Designate Lead Agency: _____

Positive Declaration of Env. Significance: _____ Scoping: _____ EIS: _____

COMMISSION DECISION:

MOTION BY: _____ SECONDED BY: _____

Approved/Disapproved/Approved with Conditions (Please Specify):
_____
_____
_____

_____
Signature
Chairman, Historic Landmarks Preservation Commission

Date: _____

FOR INFORMATION ON CREATING HISTORICALLY APPROPRIATE SIGNAGE CONTACT THE COMMISSION FOR RESOURCE MATERIALS PRIOR TO APPLICATION.

CITY OF KINGSTON HISTORIC LANDMARKS PRESERVATION GUIDELINES

These guidelines are provided to help you secure your Preservation Permit in an expedient manner as well as provide you with information which may be useful in your attempt to properly care for your historic property.

General Procedure:

When you plan any exterior change to your building, structure or site which is an historic property or is a property in an historic district, you must first come before the Historic Landmarks Preservation Commission (HLPC) for review of the proposed change to your property. Before any building permit can be issued you must first have an approved Preservation Notice Of Action. An application must be submitted each time you wish to have a project or any portion of a project reviewed. Application deadlines and a schedule of meetings are available in the Safety Division Department, 5 Garraghan Drive, telephone number (845) 331-1217.

The HLPC wants to help you to preserve those characteristics that make your property an important contribution to the overall character of the community, thus protecting your property value along with the values of neighboring properties.

To save yourself time and money, we recommend you consider these suggestions:

1. Start communication with the HLPC before you finalize your plans.
2. Do not purchase materials before they are approved by HLPC.
3. Repair rather than replace.
4. If your consultant (architect/contractor) says: "Nobody makes those anymore", or "Nobody knows how to do that anymore", get a second opinion.
5. Always remember that salesmen push their products without necessarily having your best interest in mind.
6. New is not always better.
7. "Anything would be an improvement," is NOT a universal truth.

Standards:

The HLPC has adopted certain standards by which it makes its decisions. The Secretary of the Interior's Standards for Rehabilitation provides a strong basis for making judgements. Preservation is not merely an arbitrary application of aesthetics, but is based on solid criteria. Commission Members have received training through the NY State Historic Preservation Office to help them in the decision making process.

HISTORIC LANDMARKS PRESERVATION COMMISSION REVIEW PROCEDURE FOR SIGNAGE

1. Applicant fills out sign application and returns it to the Landmarks Commission by submitting at the Offices of the Building Safety Division, 5 Garraghan Drive.

2. HLPC reviews application and submits its decision to the Building Safety Division and Planning Office.

3. Building Safety Division issues a permit according to its regular procedures after all approvals are in place and final.

GUIDELINES FOR THE INSTALLATION OF SIGNS ON OR UNDER THE PIKE PLAN CANOPIES

1. These guidelines shall apply only to businesses which occupy the ground or street levels of the buildings in the area. All business or office occupying the upper levels of any building in the area may be identified and located solely by a sign or plaque beside the door which permits access to such an establishment.

2. Each business shall be entitled to two (2) signs to identify and locate its establishment, i.e. one (1) on the front of the canopy parallel to the street, and one (1) under the canopy perpendicular to the street.

3. Flashing, moving or intermittently illuminated signs or advertising signs are prohibited.

4. No internally lighted or neon signs are permitted.

5. All signs shall be constructed of wood, with painted or applied lettering, or lettering may be routed. No metal or plastic signs permitted.

6. Lettering must conform to style of middle 1800's or early 1900's.

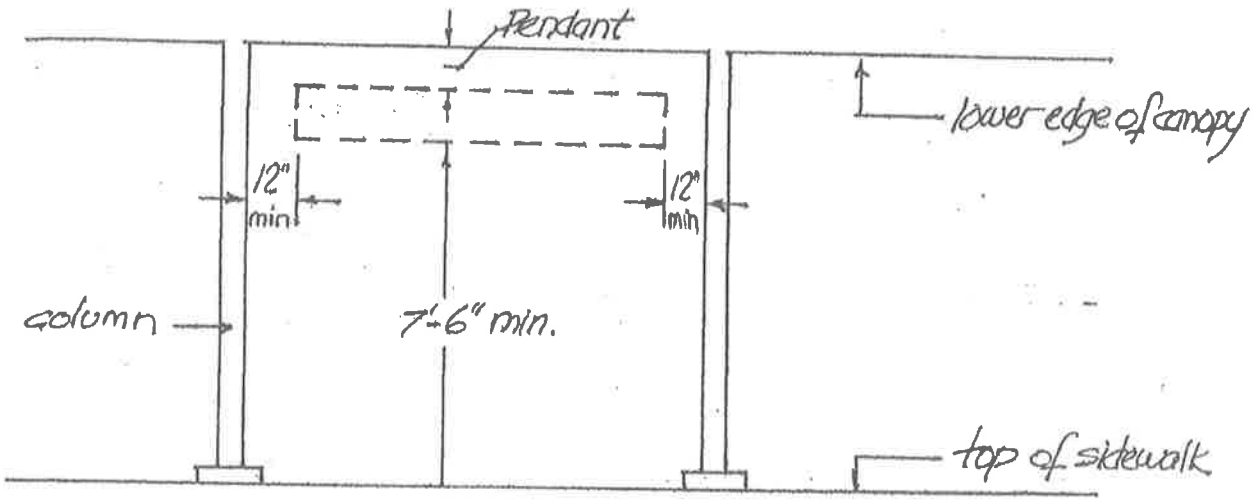
7. Minimum and maximum distances and dimensions are graphically displayed on the following page.

PIKE PLAN CANOPIES

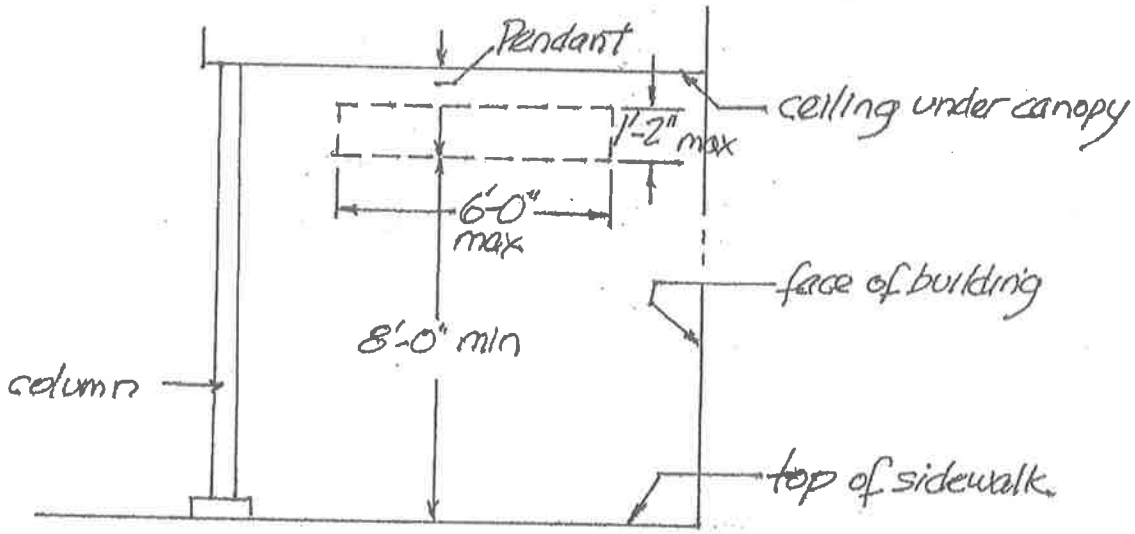
(WALL STREET AND NORTH FRONT STREET)

UPTOWN URBAN RENEWAL PROJECT NYR-121

SIGN ON FACE OF CANOPY (PARALLEL TO STREET)



SUSPENDED SIGN UNDER CANOPY (PERPENDICULAR TO STREET)



NOTES:

- All signs shall be pendant, except those applied to facia
- Size and shape of signs are not fixed but shall fit within limits indicated by dotted lines
- Drawings above are not to scale