



**Quick Reference Guide for Post-Pike Plan
Signage, Awning Reviews and Permit Requirements**

Signage/Awnings: The City of Kingston's Form Based Zoning Code (FBC) details in writing, and visually, the types of signage permitted under the T5MS transect that is present in the current area of the canopy. For new signage or replacement signage, an application will need to be submitted to Planning indicating the design, location, and method of installation. If the proposed signage does not meet the code, then Planning will advise you what further review considerations may be necessary. Deviations from the code may require a waiver or variances and other Board and Commission review. Installations that extend over a Public Right of Way (e.g., signage, awnings) must also comply with Section 358-9 of the City Code: <https://ecode360.com/12699957#32599672> For more information on signage please visit the Planning Department's website: <https://www.kingston-ny.gov/planning>, and/or the digital signage application portal on: <https://cityofkingstonny.municollab.com/planning-board/applying/create-new-project/project-overview>

- Phone: (845) 334-3955
- Email: planning@kingston-ny.gov

Sidewalk Closure: Projects that could impact any sidewalk in the City of Kingston require a permit from the Department of Public Works (DPW) for temporarily closing sidewalk. For more information on this process please visit the DPW website: <https://www.kingston-ny.gov/content/8399/8469/10411/default.aspx>.

- Phone: (845) 331-0682.
- Email: publicworks@kingston-ny.gov

Building Permits for Alterations: Certain projects to the exterior and interior of buildings require permits from the Building Safety & Zoning Enforcement Department (BSD). It is best to discuss your project with this agency's staff in advance to learn if your specific project/s require work permits. For more information on work permits applications can be found on: <https://www.kingston-ny.gov/building>.

- Phone: (845) 331-1217.
- Email: buildings@kingston-ny.gov

Local Landmark District Requirements: Projects involving the exterior of historic properties (individually listed and within historic districts) visible from the public right-of-way, are subject to review by the HLPC prior to the issuance of a Building Permit and the commencement of work. Please review FBC Section 405.26.L (HLPC) for more information: <https://ecode360.com/44615608#6727947>. If you are planning a project to the exterior of your building, please visit the HLPC webpage: <https://kingston-ny.gov/content/8399/8491/8499/default.aspx>, and/or contact the Historic Preservation Administrator:

- Phone: (845) 334-3931
- Email: edickerman@kingston-ny.gov

CITY OF KINGSTON
Historic Landmarks Preservation Commission
planning@kingston-ny.gov



Suzanne Cahill, Planning Director

Steven T. Noble, Mayor

Historic Resources: Many successful historic preservation projects are based on documentary, material, or visual evidence of the building, structure, or site during its period of significance. In 2016, the Kingston Stockade Local, State, and National Historic District's period of significance extended from the colonial period to the 1960s to incorporate the district's commercial growth along N. Front and Wall Streets. Numerous resources document the area's material and visual identity from this period. If you are planning a project to the exterior of a building, we encourage you to work with these resources, including, but not limited to, the 1956 Property Record Cards maintained by the City's Assessor's Office (some of which are digitized), the Friends of Historic Kingston's records, the State Historic Preservation Office, the Kingston Library's History Room, historic newspapers, historic post cards, etc. Below are the contacts of some of the resources:

- **Kingston Assessor's Office:**
 - Website: <https://www.kingston-ny.gov/Assessor>
 - Email: dbaker@kingston-ny.gov
 - Phone: (845) 334-3912

- **Friends of Historic Kingston:**
 - Website: <https://www.fohk.org/>
 - Email: info@kohk.org
 - Phone: (845) 339-0720

- **New York State Historic Preservation Office's (SHPO), Cultural Resource Inventory System:**
<https://cris.parks.ny.gov/Login.aspx>

- **NY SHPO Historic Rehabilitation Tax Credit Programs:** <https://parks.ny.gov/preservation/programs/tax-credit>

- **Kingston Library:**
 - Website: <https://www.kingstonlibrary.org/>
 - Temporary Address: 61 Crown St, Kingston, NY 12401
 - Phone: (845) 331-0507