



Planning Board
600 Main Street
Medina, NY 14103

PHONE 585-798-0770

FAX 585-798-5018

SIGN APPLICATION FOR THE HISTORIC PRESERVATION DISTRICT

1. Article V Section 513 of the Zoning Regulations of the Village of Medina entitled HP Historic Preservation District and Article VI Section 600 F. Signs, establishes the requirements for signs in the Historic Preservation District. Because the protection, enhancement and perpetuation of buildings in the Village of Medina Historic District is vital to the promotion of economic and cultural growth in the Village, and due to the architectural resources unique in their significance to the heritage of the Village, regulation of signage placed within the Historic District and adjacent areas must ensure that such signage is harmonious with the overall character of the historic districts.

A sign proposed to be located in the Historic Preservation District must be in compliance with the Historic Preservation District standards and design guidelines. A booklet entitled Guidelines for Quality Sign Design is available in the Village of Medina Building Department Office. It is incumbent upon the applicant to thoroughly familiarize him/her with the regulations, requirements and design criteria as contained in the aforementioned regulations and guide, and to include all required information in the application. **Any application that does not address all areas of the regulations, requirements and design criteria shall be deemed incomplete and will not be submitted to the Village of Medina Planning Board for review.**

2 APPLICANT

Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____

3 BUILDING OWNER

Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____

4 ARCHITECT (if applicable)

Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____

5 SIGN CONTRACTOR

Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____

6 ELECTRICAL CONTRACTOR (if applicable)

Name: _____

Mailing Address: _____

Telephone: _____ Fax: _____

7 SIGN TYPE

_____ Abutting _____ Projecting _____ Free Standing _____ Other

Illuminated: _____ YES _____ NO

For free standing signs: Height Above Grade _____ Set Back _____

8 SQUARE FOOTAGE

Width _____ Height _____ Number of faces _____

Total square footage of all licensed signs presently on the site _____

Linear footage of building façade _____

9 LOCATION

Describe exact location of the proposed sign _____

10 **WORDING**

Describe exact wording on the proposed sign _____

11 **MATERIALS**

List all materials to be used for construction of the proposed sign

12 **COLORS**

List all proposed colors (attach color samples) _____

13 **LETTERING**

List all lettering styles proposed (attach illustration) _____

14 **LIGHTING SPECIFICATIONS**

List design, type, lamp size, shielding etc. _____

15 **MOUNTING SPECIFICATIONS**

16 SUBMISSION REQUIREMENTS

For abutting wall signs, projecting signs, hanging signs:

Two (2) copies of elevation drawings or photographs of the building façade, including the proposed sign and its location.

For free standing signs:

Two (2) copies of a site plan illustrating the proposed location of the sign and any adjacent landscaped areas.

For all signs:

Photographs of the proposed sign site i.e. building façade, site location in relation to building.

Color samples.

Color rendering with dimensions.

17 ADDITIONAL INFORMATION

Any additional information required by the Zoning and Historic Preservation Regulations of the Village of Medina.

For Office Use Only

Date Submitted to Village Planning Board: _____

By: _____