



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

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**11 MATERIALS**

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

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**12 COLORS**

List all proposed colors (attach color samples)

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**13 LETTERING**

List all lettering styles proposed (attach illustration)

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**14 LIGHTING SPECIFICATIONS**

List design, type, lamp size, shielding etc.

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**15 MOUNTING SPECIFICATIONS**

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**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: \_\_\_\_\_