



CITY OF LOCKPORT HISTORIC DISTRICT SIGN APPLICATION

Last revised 8/14/17

The following information is intended to summarize City requirements and provide visual examples of Historic District signage. Applicants are encouraged to consult with the City Planner prior to submitting an application to obtain guidance on the process and Historic District requirements.

Certificate of Appropriateness (Application attached):

Before the City can issue a sign permit for property located within the Historic Preservation District, a Certificate of Appropriateness (COA) must first be issued by the City's Heritage and Architecture Commission (Historic Preservation Commission). A Certificate of Appropriateness is required not only for signage within the Historic District, but also for a variety of improvements that impact the exterior appearance of a property, including, but not limited to: signage (excluding non-illuminated window signage), replacement of windows unit or sash, installation of awnings, addition/removal of siding, addition/removal of paint to masonry surfaces (no review required for painting wood surfaces), window/door trim, shutters, other decorative architectural elements, fences, and replacement/removal of limestone sidewalks.

To obtain a Certificate of Appropriateness for a sign, submit the sign permit application (including supporting documents listed in the application) and the Certificate of Appropriateness application at the same time. City staff will review the sign application and COA for completeness and to determine if it's consistent with the Historic District requirements. The application must be submitted to the Planning Department (located in the Community Development Office – 222 E 9th Street, 2nd Floor) a minimum of 2 weeks prior to the Heritage and Architecture meeting in order to be considered for placement on an agenda. Depending on the scope of a project, additional time may be required. Additionally, if the information submitted is incomplete or does not adhere to Historic District requirements, staff reserves the right to postpone an application to a future meeting.

If the sign complies with the city requirements, the application will be placed on an upcoming Heritage and Architecture Commission agenda. Prior to the meeting, City staff will prepare a staff report which summarizes the request and will distribute copies of the application and staff report to Commission members for review. The Heritage and Architecture Commission meet on the 3rd Thursday of the month at 6:00 PM in the City Hall 3rd Floor Conference Room. The Applicant must attend the meeting and be available for questions from the Commission. Following their review, the Commission will either vote to approve or deny the Certificate of Appropriateness or they may postpone action and request the applicant come back to another meeting with additional information or revised plans. If the Commission issues the COA for the signage then the sign permit can be released the following day provided application fees are paid, the sign contractor is registered with the Building Department, and there are no outstanding issues.

Number and type of sign permitted:

- Each commercial building shall be permitted either one freestanding sign on the property or one projection sign at the street entrance of each commercial unit.
- Each commercial unit is allowed to have one wall sign (Referred to as a Type 1 flat sign or Type 2 dimensional surface sign in the application).
- Each commercial unit is allowed a Type 3 awning sign over the entrance and upper story windows.
- Each unit/tenant is allowed to have a Type 6 window sign. If the unit has frontage on two streets, a secondary identification sign is permitted, allowable signs include a Type 1 flat sign, Type 2 dimensional sign, or Type 4 projecting sign.
- If a unit possesses a rear entrance or an additional entrance on a secondary frontage, the unit is allowed an additional Type 1 flat sign, Type 2 dimensional surface sign, or Type 4 projection sign, and a Type 3 awning sign.

Materials Allowed:

- Unless otherwise noted, signs within the Historic District can only be constructed of iron, wood or fiberglass coated wood.
- Signs shall be attached to the building using iron fasteners. When fastening a sign to the building, it is important to be respectful of the building's decorative elements & to avoid impeding them through sign location or destroying them through fastener attachment.
- Awning signs shall be constructed of soft cloth, such as canvas, to allow movement. Shiny finishes are generally not appropriate.
- Materials used should be in keeping with the architecture of the building & must conform to all building codes.

Lighting & Colors Allowed:

- All signs in the Historic District must be lighted indirectly only by a shaded flood spotlight or gooseneck lamp.
- Neon lighting is generally not allowed on Historic buildings unless approved by Heritage & Architecture Commission.
- Earth tones and one primary color are recommended. This color combination is to highlight the unique usage of Joliet Limestone in multiple commercial buildings.
- To promote legibility in signage, it is recommended to not use more than three colors on any one sign (excluding black, white or gilding, and Type 3 Awning signs).

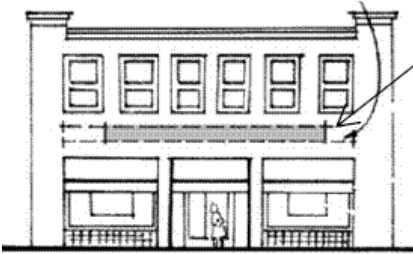
Lettering/Fonts Allowed:

Fonts and lettering shall be legible and include proper spacing. Appropriate fonts would include both serif and block type styles. Old English lettering and many cursive and italic type fonts are generally not appropriate.

HSITORIC DISTRICT SIGN EXAMPLES

WALL SIGN

Appropriate Sign Size



Appropriate sign width:
located within middle
70% of front facade

Inappropriate Sign Size



WALL SIGN EXAMPLES



PROJECTING SIGN



HISTORIC DISTRICT SIGN APPLICATION

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Location of Sign Installation: _____

Estimated Value of Sign including installation costs: _____

(*Itemized cost estimate must be included with the application.)

BUSINESS INFORMATION

Business Name: _____

Address: _____

Phone No: _____ Email: _____

OWNER INFORMATION (If different from Business)

Name: _____

Address: _____

Phone No: _____ Email: _____

CONTRACTOR INFORMATION (All contractors must be registered with the City)

Company Name: _____ City Registration #: _____

Address: _____

Phone No: _____ Fax No.: _____ Email: _____

PRIMARY CONTACT

Name: _____ Phone No.: _____

Email: _____ Fax No.: _____

REQUIRED SIGNATURES

I hereby certify that I have read, understand, and agree to conform to all governing information and regulations set forth by the City of Lockport.

Signature of Property Owner: _____ Date: _____

Signature of Property Lessee: _____ Date: _____

Signature of Owner of Signs: _____ Date: _____
(if different from above)

Signature of Applicant: _____ Date: _____
(if different from above)

SIGN INFORMATION

Please indicate the type of sign you wish to install. Fill in all required information located in bold lettering.

_____ **Type 1, Flat Sign:** Sign area shall not occupy more than 70% of the commercial unit nor be within 2 feet of the wall edge. Sign cannot be more than 15 feet higher than the sidewalk, unless historical documentation demonstrates the building had signage on the fascia. The sign shall not project higher than the window sill of the second floor or other architectural features. The sign shall not extend above or below the historic signboard if still located above the storefront.

Number of signs: _____ **Dimensions:** _____

Length of Sign: _____ **Length of exterior wall unit:** _____

_____ **Type 2, Dimensional Surface Sign:** Sign area shall not occupy more than 70% of the commercial unit nor be located within 2 feet of the wall edge. The sign shall not be lower than 9 feet above the grade nor project higher than the window sill of the second floor or other architectural features. The sign shall not extend above or below the historic signboard if still located above the storefront.

Number of signs: _____ **Dimensions:** _____

Length of Sign: _____ **Length of exterior wall unit:** _____

_____ **Type 3, Awning Sign:** Awnings shall be at least 7 ½ feet above the sidewalk, the valance should be free hanging, the length of the valance should not exceed 12 inches, and awnings must project at least three feet from the building. Material should be soft cloth, such as canvas. Advertising is restricted to the hanging valance, and lettering shall not exceed 8 inches in height, nor occupy more than 70% of the valance.

Length of Lettering: _____ **Length of Awning:** _____

Height of Lettering: _____ **Clearance above sidewalk:** _____

_____ **Type 4, Projecting Sign:** Sign area shall not be more than 12 square feet in area and no exterior dimension more than 4 feet. Sign shape is not restricted, allowing for creativity, such as an object or symbol for type of business. No portion of the sign shall be lower than nine (9) feet above the sidewalk, and no more than thirteen (13) feet above the sidewalk.

Dimensions: _____ **Clearance from Sidewalk:** _____

_____ **Type 5, Freestanding Sign:** Entire structure must remain inside the property line of the premises in which the business is conducted. Sign shall not exceed 32 square feet in display area, and no part of the structure shall be more than 10 feet above grade immediately below. Sign shall be mounted with masonry, stone, brick or similar base with at least five (5) feet of landscaping at the base. Materials shall complement the design of the principle structure.

Sq. Ft. of Sign Area: _____ **Height above grade:** _____ **Base material:** _____

_____ **Type 6, Window Sign:** Signs shall not occupy more than 20% of the window area. Each window is calculated separately for coverage.

Size of Window: _____ **Sq. Ft. of Signage:** _____

_____ **Sidewalk Sign:** Each business shall be allowed to have one sidewalk sign that identifies a specific business. The sign may only be displayed during business hours and must be removed at the close of the business day. The area of the sidewalk sign shall not exceed four feet in height measured from the sidewalk, two feet in width and three feet in depth. Materials are limited to wood, fiberglass-coated wood, slate or any combination. A weight system must anchor the sign and be used at all times.

Dimensions: _____

_____ **Real Estate Sign:** Signs are limited to one of the following types: Type 1 flat sign, Type 2 dimensions sign, Type 4 projecting sign, Type 5 freestanding sign, or Type 6 window sign. If the building has frontage on two streets, an additional sign on the second frontage is allowed. The display surface area of a type 1, type 2, or type 5 sign shall not exceed eight square feet. The height of a type 5 sign shall not exceed six feet. The display surface of a type 4 sign shall not exceed four square feet. A type 6 sign shall not exceed 20% of the window area. All real estate signs in the Historic District require a permit.

Type of Sign: _____ **Dimensions:** _____

_____ **Other, sign not listed above:**

Type of Sign: _____ **Dimensions:** _____ **Total Sq. Ft:** _____

REQUIRED SUBMITTAL CHECKLIST

- Completed permit application, including all required signatures & estimated cost of sign.
- Scaled drawing of proposed sign (scale must be indicated on drawing)
- Wall and Projecting Signs: Provide a scaled drawing of building elevation showing the proposed sign. Include dimensions and notation of the sign material.
- Ground Signs: Plat of survey indicating exact location of sign including dimensions of setbacks.
- Application for Certificate of Appropriateness

IMPORTANT INFORMATION FOR SIGN APPLICANT AND/OR PROPERTY OWNER

- Applications will NOT be accepted without all required supporting documents listed above.
- No sign may be erected, altered or relocated without a required permit being approved and issued by the City of Lockport. Any violation of this code may result in fines up to \$500.
- Sign permits cannot be issued before a Certificate of Appropriateness has issued.
- It is recommended that sign permit applications be submitted in person to prevent delays in processing.
- If for some reason your plans change from the approved submittal, all work must be stopped and revisions must be turned in immediately.
- Sign Permits will expire within 6 months. If the sign has not been completed within this time frame, you will need to apply for a new permit. Please note permit fees are NON-refundable.

FOR OFFICE USE ONLY

Application Received:	Date: _____	Initials: _____
Approval from H & A :	Date: _____	Initials: _____
Application Approved:	Date: _____	Initials: _____
Applicant Notified:	Date: _____	Initials: _____
Permit Issued:	Date: _____	Initials: _____

Comments: _____

Application Fee:	\$ _____	Permit #: _____
Valuation Fee:	\$ _____	
Electric Inspection Fee:	\$ _____	
TOTAL:	\$ _____	

HISTORIC DISTRICT - CERTIFICATE OF APPROPRIATENESS GENERAL INFORMATION AND SUMMARY OF REVIEW PROCESS

Contact Information

Questions: Contact Lockport's Planning Department at 815-838-0549 option 4.

Review Process Summary

Within Lockport's Historic District, before improvements are made that can impact the exterior appearance of the property, the City's Heritage and Architecture Commission (Historic Preservation Commission) must first issue a Certificate of Appropriateness (COA). A Certificate of Appropriateness is required for a variety of improvements, including, but not limited to: replacement of windows unit or sash, signage (excluding window signage), installation of awnings, addition/removal of siding, addition/removal of paint to masonry surfaces (no review required for painting wood surfaces), window/door trim, shutters, other decorative architectural elements, fences, and replacement/removal of limestone sidewalks.

Applicants are encouraged to consult with the Planning Department prior to submitting an application to obtain guidance on the process and Historic District requirements.

When the Planning Department receives an application for a COA, City staff will review the information for completeness and to determine whether it's consistent with Historic District requirements. The City Planner will prepare a staff report based upon his/her evaluation of the proposal and input from other departments. The City Planner will place the item on an upcoming Historic Preservation meeting agenda for the Commission's consideration. Prior to the meeting, City staff will distribute copies of the application and staff report to Commission members for review.

At the meeting the Commission will review the COA. The Applicant must attend the meeting and be available for questions from the Commission. Following their review, the Commission will either vote to approve or deny the Certificate of Appropriateness or they may postpone action and request the applicant come back to another meeting with additional information or revised plans.

General Information

Fee: There is no application fee for a Certificate of Appropriateness. If the proposed work requires a building or sign permit, those permits and associated fees apply. The City will not issue a building or sign permit in the Historic District until the Historic Preservation Commission has first issued a COA.

Application submittal/dates: **Submit applications to the Community Development Department/Planning located in City Hall, 222 E. 9th Street, 2nd Floor a minimum of 2 weeks prior to the Heritage and Architecture Meeting in order to be considered for placement on an agenda.** Depending on the scope of a project additional time may be required. Staff reserves the right to postpone an application to a future meeting if information is incomplete or an agenda is full.

Meeting dates: **Meetings are held the 3rd Thursday of each month at 6:00 PM.** If the City hasn't received any applications by the submittal deadline a scheduled meeting may be cancelled. Applicants are urged to confirm all dates with Staff prior to filing an application. Dates are subject to change.

Validity of Approval: A Certificate of Appropriateness is **valid one (1) year from the date of approval.** A Certificate of Appropriateness certifies that the Commission deems the proposed work as historically appropriate. Required building or sign permits must still be obtained and are contingent upon the submission of plans that meet City Codes.

**HERITAGE & ARCHITECTURE COMMISSION
CERTIFICATE OF APPROPRIATENESS APPLICATION**

Applying for a Certificate of Appropriateness for: () **Signage** () **Window/Door Replacement**
() **Façade** () **Demolition** () **Other** _____

SELECT APPLICANT INTEREST IN THE PROPERTY

Applicant: _____

Phone: _____ Email: _____

_____ Applicant is owner of the subject property (Attach Title or evidence of ownership)

_____ Applicant is the contract purchaser of the property (Attach a copy of the contract)

_____ Applicant is a tenant of the subject property (Attach a copy of the lease)

_____ Applicant is acting on behalf of the owner (Notarized letter of consent from owner is required.)

_____ Applicant is acting on behalf of the beneficiary of a trust. (Notarized letter from an authorized trust officer identifying the applicant as an authorized individual acting in behalf of the beneficiaries and providing the name, address and percentage of interest of each beneficiary is attached to this executed application)

SUBJECT PROPERTY INFORMATION

Address: _____

Tax Parcel Number: _____ Current Use: _____

SUBMITTAL ITEMS

In addition to the submitting the application, the following items are required:

- One (1) plat of survey. (**Only for demolition or addition projects**)
- One (1) copy of the contractor's cost estimate for work.
- Nine (9) full size copies of the **plans/drawings and product specifications of the proposed work** (to scale).
- A PDF of all plans/drawings and product specifications are to be submitted on a CD or USB drive
- Attach a written summary of the project/proposed modifications (**not required for window/door replacement or signage**)

Applicant must attend the meeting or the case will be pulled from the agenda.

Validity of Approval: Once issued, the Certificate of Appropriateness is valid one (1) year from the date of approval. If permits are not obtained and/or work is not substantially completed within that time frame the approval is no longer valid.

Additional permits/approval may be required: A Certificate of Appropriateness certifies that the Commission deems the proposed work as historically appropriate for Lockport's Historic District. After receiving the Certificate of Appropriateness the applicant is still responsible for obtaining required building permits and/or sign permits which are contingent on the submission of plans that meet all other requirements of City Building and Zoning Codes.

I certify that I have read the application and that all exhibits and information presented herewith are complete and accurate to the best of my knowledge.

Signature of Applicant/Date

OTHER INTERESTED PARTIES

CONTACT PERSON:
(If different than applicant)

Name: _____
Address: _____
Phone: _____
Email: _____

PROPERTY OWNER:
(If different than applicant)

Name: _____
Address: _____
Phone: _____
Email: _____

CONTRACTOR:

Name: _____
Address: _____
Phone: _____
Email: _____

LAND PLANNER:

Name: _____
Address: _____
Phone: _____
Email: _____

ENGINEER:

Name: _____
Address: _____
Phone: _____
Email: _____

ATTORNEY:

Name: _____
Address: _____
Phone: _____
Email: _____

SURVEYOR:

Name: _____
Address: _____
Phone: _____
Email: _____

Internal Use Only:

Case # _____

Application Received Date: _____ Initials: _____

Approval from H&A Date: _____ Initials: _____

Comments: _____

