



CITY OF LOCKPORT

HISTORIC DISTRICT SIGN APPLICATION

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.

Submit the sign permit application including all supporting documents listed in the application and City staff will review the sign application for completeness and to determine if it is 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. Additionally, if the information submitted is incomplete or does not adhere to Historic District requirements, staff reserves the right to postpone review of the application. If the sign complies with the City requirements, staff will approve the request administratively.

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 must first issue a Certificate of Appropriateness (COA). A COA is required for a variety of improvements that impact the exterior appearance of a property, including, but not limited to: replacement of window units 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, replacement/removal of limestone sidewalks as well as new building construction. If proposing any exterior improvements, consult with the Planning Department prior to submitting an application to obtain guidance on the process and Historic District requirements.

Number and type of sign permitted:

- Each commercial building shall be permitted either one Monument Sign on the property or one Projection Sign at the street entrance of each commercial unit.
- Each commercial unit is allowed to have one Dimensional Surface Sign
- Each commercial unit is allowed one Awning Sign over the entrance and upper story windows.
- Each unit/tenant is allowed to have one Window Sign. If the unit has frontage on two streets, a second sign is permitted and may be either a Flat Sign, Dimensional Surface Sign or Projecting Sign.
- If a unit possesses a rear entrance or an additional entrance on a secondary frontage, the unit is allowed one Awning Sign and a Dimensional Surface Sign or Projecting Sign.

Materials Allowed:

- Unless otherwise noted, signs within the Historic District can only be constructed of aluminum, wood or fiberglass coated wood.
- Signs should be attached to the building using fasteners appropriate to the sign. 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 should be constructed of soft cloth, such as canvas, to allow movement. Shiny finishes are generally not appropriate unless consistent with the building architecture.
- 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, with the exception of neon lighting.
- Neon lighting is allowed within the Historic District, provided that it is not used as a means of illumination to transmit light through the faces of signs, which is commonly referred to as backlighting.
- Earth tones and one primary color shall be used on signage and awnings in the Historic District, where feasible and in keeping with the character of the structure and surrounding area. This color combination is to highlight the unique usage of Limestone in multiple commercial buildings.
- To promote legibility in signage, it shall not use more than three colors on any one sign, excluding white, black or gilding, and awning signs.

Lettering/Fonts Allowed:

The primary concern in choosing a font for lettering should be legibility and proper spacing. Refer to lettering examples in the Appendix

HISTORIC DISTRICT SIGN EXAMPLES

EXAMPLES OF APPROPRIATE SIGNBOARD ABOVE ENTRANCE

Appropriate Sign Size



Inappropriate Sign Size



EXAMPLES OF APPROPRIATE DIMENSIONAL SIGNS



EXAMPLES OF CREATIVE PROJECTING SIGNS



HISTORIC DISTRICT SIGN APPLICATION

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: _____

Address: _____

Phone No: _____ Email: _____

PRIMARY CONTACT

Name: _____ Phone No.: _____

Email: _____

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.

_____ **Flat Sign:** Sign may not be located higher than the bottom of the windowsills of the second floor, nor conceal other architectural features of the building, nor should it extend above or below the historic signboard if still in existence above the storefront. The sign area shall occupy only the center 70% of the facade on which it is located and shall not extend within two feet of the edge of the wall. A secondary Flat Sign may be located on the sides of a building, but may not exceed dimension of 10' by 16'.

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

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

_____ **Dimensional Surface Sign:** Sign may not project more than 12 inches from the wall nor be located less than nine feet, and no higher than 15 feet, from the sidewalk. The sign shall not project higher than the bottom of the windowsills of the second floor, nor conceal other architectural features of the building, nor should it extend above or below the historic signboard if still in existence above the storefront. The sign area shall occupy only the center 70% of the commercial unit frontage, and shall not extend within two feet of the edge of the wall. The dimensional lettering may be affixed directly to the building or to a material that is then mounted to the building, in either case, the sign projection must be less than 12 inches.

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

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

_____ **Awning Sign:** Awnings shall be at least 7 ½ feet above the sidewalk, the valance should be free standing, the height of the valance shall be no less than ten inches and no greater than 12 inches, and awnings shall project no less than three feet from the building. Material should be soft cloth, such as canvas. All signage on the awning shall be located on the valance and shall not exceed 8 inches in height, or shall they occupy more than 70% of the valance length.

Height of Valance: _____ **Length of Awning:** _____

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

_____ **Projecting Sign:** Sign area may 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 grade. The sign & mounting system shall not project more than 7 feet from the building wall.

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

_____ **Monument 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 6 feet above the grade immediately below. Sign must be ground mounted and shall have a masonry, stone, or brick base with at least five (5) feet of landscaping at the base. Materials must complement the design of the principle structure. The sign base shall be a minimum of 2.5 feet in height and shall be a minimum of 100% of the width of the sign.

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

_____ **Window Sign:** Shall be permanently affixed or painted and/or similar treatment directly on the glass, suspended in the window or back-supported and placed in window. 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 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 & be used at all times.

Dimensions: _____

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.

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.
- 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

Permit # _____

Building Dept. Approval: _____ Date: _____

Planning Dept. Approval: _____ Date: _____

Comments: _____

Sign Fee:	\$	<u> \$25.00 </u>	for sign valued at \$1,000 or less
Valuation Fee:	\$	_____	\$5.00 per additional \$1,000 valuation
Electric Inspection Fee:	\$	<u> \$30.00 </u>	for electrical connections or wiring (if applicable)
TOTAL:	\$	_____	