

APPROVALS AND PERMITS FOR AWNINGS IN THE VILLAGE CENTER HISTORIC DISTRICT

A building permit must be obtained from the Building Department prior to installing an awning on any non-residential property within the Village of Ridgewood. Awning requirements are found in the Village code at Chapter 190-124K. Please note that awnings must be retractable and have a maximum projection of 4 feet from the building (over the public right of way) and be a minimum of 7 feet off sidewalk grade. If you already have a sign on your building, no lettering is permitted on your awning. If you choose to have an awning sign instead of another type sign, lettering must be on the lip of the awning and is restricted to 8 inch high letters with a sign message of no more than 1/3 the horizontal width of the awning.

New awning installations in the Historic District must be reviewed by both the Historic Preservation Commission and the Planning Board. To be placed on the Agenda of the Historic Commission, which meets the second Thursday of each month, please submit your application two weeks in advance. The following information is needed for awning applications:

- Sample of Awning Fabric
- Photograph of facade including facades on either side
- Elevation drawing (to scale) of facade showing location of door(s) and window(s). Provide dimensions of facade
- Sections (to scale) showing awning projection (*maximum is 4 feet*) and distance off sidewalk grade (*minimum is 7 feet off-grade*)
- Sign message (if awning sign is proposed). *Lettering is restricted to eight (8) inches in height on the lip of the awning and sign message may not exceed 1/3 the awning width*

Within 7 days of the HPC meeting, the secretary of the Historic Commission will issue a report containing the HPC's recommendations.

For Fabric Re-covers Only – If the applicant receives a favorable recommendation from the HPC, the HPC Secretary may sign the construction permit folder.

For New Installations - The applicant shall obtain a copy of the HPC report and file it along with an application to the Planning Board. If Planning Board approval is obtained, the Board Secretary may sign the construction permit folder.

Awnings installed without a permit are subject to a zoning violation and a fine.