

Historic Preservation Commission

Historic Preservation Commission Review Requirements

Required Documents and Samples to be submitted with your HPC Permit Application

All submissions must meet the Village Code for signs, lighting, and awnings Village Code # §190-122 that is available on the Village website or from the HPC Secretary.

The Commission meets the 2nd Thursday of each month. HPC Permit applications must be returned on Wednesday the week prior to your meeting date. The meeting starts at 7:30p.m. in the Garden Room - please arrive 10 minutes before the meeting.

Below is a list of items that need to be returned with your completed HPC Permit Application.

1. Nine (9) collated copies of the completed, signed HPC Permit application, supporting documents, renderings, material samples, paint color samples, renderings, and photos. If anything is missing your application cannot be accepted.
2. Sign - rendering (s) that shows:
 - a. Photo of sign superimposed on the storefront displaying information below:
 - b. Sign height - 24", Letter & Logo height not to exceed 16", length of sign based on width of storefront: 15 feet or less 90%, 15 feet or more 75% of storefront
 - c. Height of letters to be imprinted on sign
 - d. Width of storefront end to end - Must be included on sign rendering
 - e. Type of font to be used
 - f. Paint colors to be used on sign, letters, and storefront
 - g. How sign will be mounted on building (If brick building the sign must be mounted In the mortar)
 - h. If lighted - type of light(s) and how light(s) will be mounted, electrical diagram displaying front and side view of how light will be connected, type of material to be used, and voltage
 - i. Letters - If letters will be mounted on the sign, size, color, and width of letters (sample)
 - j. Material used to build sign, letters, and backboard - PVC, Wood, etc.
3. Paint - rendering that shows:
 - a. Paint colors to be used - include in rendering
 - b. Area that will be painted
 - c. Color of paint to be used
 - d. Paint swatch samples
4. Awnings:
 - a. Elevation drawing (to scale) of the building/façade showing the location of the awning(s) and any door(s) and window(s). Provide the width of the storefront where the awning is proposed.
 - b. Photograph of the existing building façade upon which the awning is to be located, as well as photographs of the façade of adjacent buildings.
 - c. Sections (to scale) showing the awning projection (*maximum is 4 feet*) from the building and the distance off the sidewalk grade (*minimum is 7 feet off-grade*).
 - d. Sample of awning fabric.
 - e. If a sign is proposed on the awning, a detail of the sign, showing the sign dimensions (*Lettering is restricted to eight inches in height on the lip of the awning and sign message may not exceed 1/3 of the awning width*)
 - f. Information showing the location of the required retractable mechanism for the awning.
4. Photographs
 - a. Color photograph of the storefront before and with a copy of the proposed sign super-imposed
 - b. Color photograph of the storefront and two adjacent stores {depicting three storefronts}
5. Storefront - Work to be done on storefront
6. Samples - Sample of all materials, paint, awning, backboard, sign, sign letters, and any other material to be used
7. Gooseneck Lights - rendering that shows:
 - a. Lights super imposed on storefront- light(s) must be facing onto the sign
 - b. Light rendering that displays number of lights, distance they will hang over sign, height, and width of light (encroachment agreement may be needed) and how they will be mounted.
 - c. Electrical diagram-rendering from side view displaying how the sign will be powered, amps, and mounted