SIGN APPLICATION

FOR PIKE PLAN, LANDMARK AND HISTORIC DISTRICT BUILDINGS
Meetings are held the first Thursday of each month at Kingston City Hall, 420 Broadway, Kingston, New York, at 7:30 PM, in Conference Room #1.
For more information call (845)331-1217, Building Safety Division.

ALL APPLICANTS MUST HAVE A REPRESENTATIVE AT THE MEETING IN ORDER TO BE REVIEWED.

Date: _____

Address of Property: _____
SBL #: _____
Owner's Name: _____
Owner's Address: _____

Applicant or
Contact Person: _____
Phone Number: _____
Fax: _____
E-Mail: _____

Number of signs proposed: _____
Size of each sign: _____
Material: _____
Colors (include paint samples): _____
Method of attachment: _____

Include a sketch of the proposed signs, including lettering style, type and material of supports, posts or brackets, indicate where colors will be used, and proposed sign locations using elevation plans and photographs of site.

Note: Pike Plan applicants, see attachments for canopy placement and specific regulations governing size and placement.

I understand and agree that no work on this request shall commence until approval is granted and a permit is issued by the Kingston Building Safety Division.

Property Owner's Signature: _____
Date: _____

CITY OF KINGSTON HISTORIC LANDMARKS PRESERVATION GUIDELINES

These guidelines are provided to help you secure your Preservation Permit in an expedient manner as well as provide you with information which may be useful in your attempt to properly care for your historic property.

General Procedure:

When you plan any exterior change to your building, structure or site which is an historic property or is a property in an historic district, you must first come before the Historic Landmarks Preservation Commission (HLPC) for review of the proposed change to your property. Before any building permit can be issued you must first have an approved Preservation Notice Of Action. An application must be submitted each time you wish to have a project or any portion of a project reviewed. Application deadlines and a schedule of meetings are available in the Safety Division Department, 5 Garraghan Drive, telephone number (845) 331-1217.

The HLPC wants to help you to preserve those characteristics that make your property an important contribution to the overall character of the community, thus protecting your property value along with the values of neighboring properties.

To save yourself time and money, we recommend you consider these suggestions:

1. Start communication with the HLPC before you finalize your plans.
2. Do not purchase materials before they are approved by HLPC.
3. Repair rather than replace.
4. If your consultant (architect/contractor) says: "Nobody makes those anymore", or "Nobody knows how to do that anymore", get a second opinion.
5. Always remember that salesmen push their products without necessarily having your best interest in mind.
6. New is not always better.
7. "Anything would be an improvement," is NOT a universal truth.

Standards:

The HLPC has adopted certain standards by which it makes its decisions. The Secretary of the Interior's Standards for Rehabilitation provides a strong basis for making judgements. Preservation is not merely an arbitrary application of aesthetics, but is based on solid criteria. Commission Members have received training through the NY State Historic Preservation Office to help them in the decision making process.

HISTORIC LANDMARKS PRESERVATION COMMISSION REVIEW PROCEDURE FOR SIGNAGE

1. Applicant fills out sign application and returns it to the Landmarks Commission by submitting at the Offices of the Building Safety Division, 5 Garraghan Drive.

2. HLPC reviews application and submits its decision to the Building Safety Division and Planning Office.

3. Building Safety Division issues a permit according to its regular procedures after all approvals are in place and final.