

**TOWN OF NEW SHOREHAM HISTORIC DISTRICT COMMISSION  
 CERTIFICATE OF APPROPRIATENESS APPLICATION REVIEW WORKSHEET  
 Signage Projects**

<b>Documentation</b>		<b>Comments</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Application form complete, correct, and "received" by HDC.	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Photograph of entire side of building where signage to be mounted with proposed location indicated.	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Scaled drawing of proposed sign specifying font, letter size, colors, artwork, and schedule of materials including mounting.	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	If property contains more than one business, signage plan showing all existing and proposed signage.	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Other information required to complete application.	
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>Application accepted by HDC.</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Property a significant contributing structure within Historic District.	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Type, design and content of signage acceptable.	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Area of subject sign and total area of signs on property acceptable.	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Location and mounting of signage acceptable.	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	Lighting of signage acceptable.	
Other findings of fact:		

**Criteria Overview:**

<p>Property a significant contributing structure within Historic District.</p>	<ul style="list-style-type: none"> <li>• In "Green Book."</li> <li>• Architecturally important.</li> <li>• Highly visible.</li> </ul>
<p>Type, design and content of signage acceptable.</p>	<ul style="list-style-type: none"> <li>• Wall sign (any number or configuration.)</li> <li>• Projecting sign or symbol (max one per entrance, no more than 6' from mounting surface, no more than 2 sides, all sides included in area calculation, at least 8' above ground.)</li> <li>• Freestanding sign (max one per building, no more than 2 sides, all sides included in area calculation, area not to exceed 12 sq. ft., max height 5', minimum setback from property line 10'.)</li> <li>• Portable "A-Frame" signs (max one per building, no more than 2 sides, all sides included in area calculation, area not to exceed 6 sq. ft.) May be slate menu board. May not impede pedestrian traffic. Must be taken in at night.</li> <li>• Permanent window signs not to exceed 20% of window area and to be included in total area calculation.</li> <li>• Prohibited: flashing, moving, or internal illumination, spinners, inflatables, billboards, banners, commercial flags, awnings and umbrellas.</li> <li>• Trademarks not to exceed 25% of sign area.</li> <li>• No obsolete signs.</li> <li>• Letter style must be recognized font or otherwise approved by HDC. Letter size not to exceed 10" for all caps or 12" for mixed case.</li> <li>• Materials: Wood, metal, stone with painted, carved, and/or applied lettering and/or artwork unless otherwise approved by HDC.</li> </ul>
<p>Area of subject sign and total area of signs on property acceptable.</p>	<ul style="list-style-type: none"> <li>• Area of sign.</li> <li>• Maximum total area of building signage 1 square foot per lineal foot of frontage.</li> <li>• If property houses more than one</li> </ul>

	business, sign plan received and approved.
Location and mounting of signage acceptable.	<ul style="list-style-type: none"><li>• Signage integrated with overall building appearance.</li><li>• No signs affixed to roof, fencing, utility pole, natural object, etc.</li></ul>
Lighting of signage acceptable.	<ul style="list-style-type: none"><li>• Concealed "down" lighting only, max 75W, no neon.</li><li>• Lights out at 23:00 unless business is open.</li></ul>

D2834/dsm