

86 Main Street
East Hampton NY 11937

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VILLAGE OF EAST HAMPTON

Office of the

Design Review Board

APPLICATION for SIGNS & AWNINGS

Chapter 121

Application is Submitted for (check box):

☐ Awning – Application Fee: \$150

☐ Sign – Application Fee: \$150

Property Address: _____

Suffolk County Tax Map Number: 301-_____

Business Name: _____

Property Owner or Applicant Contact Information:

Name: _____

Address: _____

Phone Number: _____

Email: _____

Representative, if other than Property Owner or Applicant:

Name: _____

Address: _____

Phone Number: _____

Email: _____

AWNINGS

Information & Instructions

Complete the below information to demonstrate the awning(s) complies with Village regulations. Check boxes to confirm materials are submitted. Illegible documents or incomplete submissions will be returned.

Number of proposed new awnings: _____

Linear feet of building frontage where awning(s) proposed: _____

REQUIRED DOCUMENT CHECKLIST

- ☐ One original and one copy of this application.
- ☐ Color swatch or sample of awning.
- ☐ Certificate demonstrating awning material is fire retardant.
- ☐ Drawing to scale with dimensions: Location of awning on building; Length of awning; Depth of awning; Height of awning; Valance length. **NOTE:** Lowest portion of awning must be a minimum 7'6" above sidewalk or grade.
- ☐ Photograph(s) of building showing existing conditions.
- ☐ Photograph(s) of building depicting rendering of proposed awning.

DESIGN GUIDELINES FOR AWNINGS

1. Awnings of one solid color are preferred.
2. An individual awning for each framed unit of the storefront is preferred.
3. Awnings should be set below a signboard.
4. When a display window has a transom, the awning should not extend below the transom bar.
5. An awning should fit the scale and proportions of the building façade and of the elements to which it will relate.
6. Awnings should not cover important features of a building.
7. Retractable awnings are preferred in the Village Center District.

SIGNS

Information & Instructions

Complete the information below to demonstrate the sign(s) complies with Village regulations. Check boxes to confirm materials are submitted. Illegible documents or incomplete submissions will be returned.

Number of proposed new signs: _____

Linear feet of building frontage where sign(s) proposed: _____

REQUIRED DOCUMENT CHECKLIST

- ☐ One original and one copy of this application.
- ☐ 2 sets of a sketch/plan drawn to scale used to depict rendering of proposed sign(s).
 - Sketch/Plan must include the following:
 - Exact dimensions of sign(s).
 - Exact size and font for all lettering, words and statements.
 - Color of lettering, background, borders, etc. – include a color sample.
 - Material of sign.
- ☐ 2 sets of photograph(s) of building depicting rendering of proposed sign(s).

SIGN LIGHTING

If Sign Lighting is proposed, please submit **separately** to the Design Review Board an Application for Miscellaneous/Minor Work. The application can be found on the Village website at: easthamptonvillage.gov/design-review-board/

DESIGN GUIDELINES FOR SIGNS

1. Signs should be designed to be compatible with the surroundings and appropriate to the architectural character of the buildings on which they are placed. Sign panels and graphics should relate with and not cover architectural features and should be proportionate to them.
2. Sign layout should be orderly, and graphics shall be of simple shape, such as a rectangle, circle or oval.
3. The number of colors used shall be the minimum consistent with the design.
4. Illumination should be minimal and appropriate to the character of the sign and surroundings.
Neon signs are not permitted. Directly illuminated, internally illuminated or back-lit signs, are not permitted.
5. Groups of related signs should be compatible and create a sense of harmonious appearance.
6. On a historically or architecturally unified building containing two or more commercial uses, the Design Review Board may require signage to be uniform in style and color.
7. Awning graphics shall be a single line of lettering with only the name of the business or premises applied directly to the awning fabric.

THIS SECTION IS FOR OFFICIAL USE ONLY

Receipt Number: _____

Fee Received: _____

Application Disposition

Date of Approval: _____

Plans Approved:

Special Conditions:

Date of Denial: _____

Reason for Denial:

Building Inspector/Code Enforcement Officer

Date