

86 Main Street
East Hampton, New York 11937-2730

JERRY LARSEN, Mayor



Phone 631.324.4150
Fax 631.324.4189
www.easthamptonvillage.org

VILLAGE OF EAST HAMPTON

Office of

Design Review Board

APPLICATION for SIGNS & AWNINGS

Chapter 121

Application is Submitted for (check box):

- ☐ **Awning – Application Fee \$150**
- ☐ **Sign – Application Fee \$150**

One original and one copy of this application and all its parts shall be completed in ink or type written in clear form and submitted to the Village of East Hampton. Illegible documents or incomplete submissions will be returned. Include application fee, two sets of plans, two sets of photographs, two renderings, supporting materials and one sample.

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.

Number of Proposed New Awnings: _____

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

Confirm the below materials and documents are submitted:

- ☐ A color swatch or sample of awning is submitted with application.
- ☐ Certificate demonstrating awning material is fire retardant.
- ☐ Drawing to scale that 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 below information to demonstrate the sign(s) complies with Village regulations. Check boxes to confirm materials are submitted.

Number of Proposed New Signs: _____

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

Is Lighting Proposed: _____

Photograph(s) of building and a sketch

Sketch/Plan drawn to scale for the proposed sign that includes the follow – check boxes to verify the drawings depict the required details:

- ☐ Exact dimensions of sign(s).
- ☐ Exact size and font for all lettering, words and statements.
- ☐ Color of lettering, background, borders, etc. – include color sample.
- ☐ Material of sign.
- ☐ Photograph(s) of building depicting rendering of proposed sign(s).

Lighting Details (if proposed)

- ☐ Location of fixture(s).
- ☐ Cut sheets of fixture(s) with image/picture of fixture(s).
- ☐ Wattage & Kelvin details.
- ☐ Bulb type.

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 proportion to them.
2. Sign layout should be orderly and graphics shall be of simply 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 buildings 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 applied directly to the awning fabric shall be only the name of the business or premises.

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 Department Review Completed: _____

Date: _____

Chair/Vice Chair Signature
Design Review Board

Date

Incorporated Village of East Hampton

Design Review Board

STATE OF NEW YORK)

ss:

COUNTY OF SUFFOLK)

_____, being duly sworn, deposes and says he or she is the owner or an agent authorized by the owner of the property described above. That all statements made in this application are true to the best of his or her knowledge and belief, except as to matters herein stated to be alleged or information and belief and as to the matters he or she believes the same to be true. I hereby consent to inspection of the project site by Village employees and authorized Village representatives.

Signature

Signature

If Corporation, name of corporation &
Officers Title

Sworn to before me this _____ date of _____, 20____

Notary Public

Disclosure of Interest Statement

State of New York)

ss:

County of Suffolk)

_____, being by me duly sworn, disposes and says:

1. I am interested in an application for approval of a variance, special permit or subdivision approval from the Incorporated Village of East Hampton.
2. I reside at: _____
3. The nature of my interest in the aforesaid application is as follows: _____
4. If applicant or owner is a corporation, list officers:
President _____ Vice President _____
Secretary _____ Treasurer _____
5. Do any of the following individuals have an interest, as defined below, in the owner or applicant:
 - a. Any officer or employee of New York State or
 - b. Any officer or employee of the Village of East Hampton, Town of East Hampton or County of Suffolk.

For the purpose of this disclosure, an officer or employee shall be deemed to have an interest in the owner or applicant when he, his spouse, or their brothers, sisters, parents, children, grandchildren, or the spouse of any of them:

- a. Is the applicant or owner, or
- b. Is an officer, director, partner, or employee of the applicant or owner, or
- c. Legally or beneficially owns or controls stock of a corporate applicant or owner, or
- d. Is a party to an agreement with such an applicant or owner, express or implied, whereby he may receive any payment or other benefit, whether or not for services rendered dependent or contingent upon the favorable approval of such application.

() YES () NO

If yes, state the name, address, nature and extent of the interest of such individual.

A person who knowingly and intentionally fails or make such disclosure shall be guilty of a misdemeanor as provided for in General Municipal Law, Section 809.

Signature of Owner

If owner is a Corporation, indicate name of corporation and officer's title:

Name of Corporation: _____

Title of Officer: _____

Sworn to before me this _____ day of _____, 20_____

Notary Public

Incorporated Village of East Hampton

OWNERS ENDORSEMENT
TO BE COMPLETED BY THE PROPERTY OWNER IF APPLICATION IS SUBMITTED BY
ANYONE OTHER THAN OWNER

STATE OF NEW YORK)

ss:

COUNTY OF SUFFOLK)

_____, being duly sworn, deposes and says:

I _____

reside at _____

In the County of _____ and the State of

_____, And I am the (owner if fee) (officer of the

Corporation which is the owner in fee) of the premises described in the foregoing application and that I

have authorized _____ to make

the forgoing application as described herein. I hereby consent to inspection of the project site by Village employees and authorized Village representatives.

SIGNATURE

SIGNATURE

IF CORPORATION – NAME OF CORPORATION

OFFICERS TITLE

Sworn before me this _____ day of _____, 20_____

Notary Public