Sign Addendum

ARC Review for Certificate of Compliance for Building Design Standards

Please use the attached *Sign Addendum* when applying for a sign permit. This form, along with the *Application for Certificate of Compliance for Building Design Standards,* should be completed and returned to Mary McKee, Hamburg Village Hall, 100 Main Street, Hamburg, NY 14075. Your submission will be reviewed at the next Architectural Review Committee (ARC) meeting. You are your designated representative must be present at the meeting.

Owner's Name, Business Name and Property Address

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Below is Section §250-60 of the Code of the Village of Hamburg with the specific requirements of the sign permit process. Please review and include with your *Application for Certificate of Compliance for Building Design Standards.*

A. Permit requirement and fees. **Unless otherwise provided for, it shall be unlawful to construct, erect, alter or relocate any sign without first obtaining a permit from the Code Enforcement Official.** No permit is required for the general repair or maintenance of any permitted sign, unless the graphics or message is altered in any way.

B. Plans. **Plans, elevation, digitally produced photographs, graphics, etc., which accurately depict the proposed sign shall be required as part of the sign design application.**

(1) Permanent sign requirements. **Applications for sign permits shall be accompanied by a scale drawing or digitally produced plan or design document(s) showing the following:**

(a) _____ The dimensions of the sign and, where applicable, the dimension of the wall surface of the building to which it is to be attached.

(b) _____ The dimension of the sign supporting numbers and the maximum and minimum height of the sign.

(c) _____ The proposed location of the sign in relation to the face of the building in front of which it is to be erected.

(d) _____ The proposed location of the sign in relation to the boundaries of the lot upon which it is to be situated.

(e) _____ Where the sign is to be attached to an existing building, a current photograph of the face of the building to which the sign is to be attached.

(f) _____ A description of the construction details, materials of the sign structure, type of lettering, colors and the intensity and type of lighting to be provided.

(g) _____ A written statement showing the name of the owner of the sign, address, telephone number and the name of the person in control of the building or premises where such sign is to be located. The name of the sign contractor or erector is also required.

(h) _____ The owner of any permanent sign that is on a public right-of-way shall provide the Village with a certificate of insurance issued by a qualified and licensed insurance company naming the Village as an additional insured against all claims in the face amount of $250,000 for property damage and personal injury connected with said sign. The amount of the deductible pertaining to the Village shall not exceed $500.

(i) _____ A statement evaluation as to cost of construction.

If you have specific questions regarding the village sign code, please contact Code Enforcement Officer Jeff Adrian at 649-6111 ext. 2210.