

Design Review and Preservation Board Application



FAST-TRACK SIGNAGE PERMIT APPLICATION

Please fill out this application so we will know who you are, what you are applying to do, and how to contact you. With this basic information we will evaluate your project as it relates to City regulations as quickly as possible. Thank you for your cooperation. Fast-track signage permits are issued immediately, after staff has determined they meet the fast-track signage requirements. Incomplete applications are not eligible for a fast-track signage permit.

GENERAL INFORMATION ABOUT THE PEOPLE INVOLVED _____ Date _____

Applicant: _____

Address: _____ City _____ State _____ Zip _____

Email: _____

Phone# _____ Phone# _____ Fax# _____

Agent: _____

Address: _____ City _____ State _____ Zip _____

Email: _____

Phone# _____ Phone# _____ Fax# _____

APPLICATION CHECKLIST

- () Drawing of Proposed Changes- Dimensions, Type of illumination, Colors, Description of Materials
- () Photo(s) of existing site
- () Applicant Signature
- () Owner's Signature
- () \$25.00 fee- for signage only
- () Electronic copies of renderings sent to: michiel.wackers@cityofmiddletown.com

FACTS ABOUT LAND PROPOSED FOR USE

Landowner: _____ Location: _____

Zone _____ Lot Area _____ Tax Assessor's Map _____ Block _____ Lot _____

Is this project within 500' of a Municipal Boundary? Yes _____ No _____

Is this project located in a FEMA 100 or 500 year flood plain? Yes _____ No _____

Utilities Available: City Water (); Private Well (); City Sewer (); Private Septic ()

REQUIRED SIGNATURES

SIGNATURE OF APPLICANT/AGENT*

SIGNATURE OF OWNER*

*Both signatures required. I certify that the above information and plans submitted are true and correct, and that, if required, an application for an Inland/Wetlands permit has been filed before or on the same day as the filing of this application with the P&Z Commission.

OFFICE USE

() APPROVED

() APPROVED WITH CONDITIONS TO BE ELIGIBLE: _____

() DENIED, REFERRED TO DRPB

DATE OF REVIEW/APPROVAL

DESIGN REVIEW BOARD STAFF**

DATE OF ZONING APPROVAL

ZONING ENFORCEMENT OFFICER SIGNATURE

**See attached Decision Report for conditions of the approval. Not valid without Decision Report.

Staff Checklist: Fast-Track Signage Permit Signage Policy & Signage Standards

General Requirements

- Must comply with requirements described in Section 48 of the Zoning Code. _____
- Scale must be appropriate to the project and relation to neighboring signs _____
- Context of design fits in well with its surroundings _____
- Character of the sign either maintains or improves the character of the neighborhood. _____
- Fast-track signage is intended for high-quality signage that goes above and beyond the minimum required standards. _____

Height or location

- Signage must be placed with a within a traditional signage band, no higher than the first story. _____
- No signs allowed on the roof. _____
- Freestanding signs must be monument style, no higher than 6 feet. _____

Illumination

- Only logos and lettering may be illuminated. _____
- Backgrounds must be opaque, using an approved opaque material, such as aluminum or wood. _____
 - (opaque vinyl not approved.) _____
- Styles of illumination allowed: halo, stencil, channel-letter, goose-neck provided it meets the above two requirements. _____
- Illumination should not interfere or distract from the message of the message conveyed by the sign. _____
- Illumination shall not create a glare for pedestrians or vehicles either in a public street or on any private premises. _____
- Illumination should be appropriate for the location, use and character of the neighborhood. _____
- Illumination should be integrated in to building façade or property neighborhood character. _____
- Flashing, blinking, revolving or rotating lights are not permitted. _____

Colors

- No more than 3 colors. _____
- No photos or “clip-art”. _____

Sign Clutter other items

- Additional information such as phone number or website address is not allowed for a fast-track signage permit. _____
- Building or properties with more than two existing signs are not allowed a fast-track signage permit. _____
- Static or LED Reader boards are not allowed for a fast-track signage permit. _____

Examples of conforming signage styles and implementation

Halo Style Signage



Channel Letter Signage



Stencil Cut Signage



Externally Illuminated Overhead Goosenecks



Externally Illuminated- Spots in Monument Base



Externally Illuminated Overhead Recessed



The above standards will be used to allow staff to approve signs the meet a high standard of signage for businesses. Staff will review a proposed signage application and determine if it meets the standards described below. If the sign meets these standards, then staff can issue a permit for the application. If the sign does not meet the standards below, the applicant will be require to present before the Design Review and Preservation Board at its next regular meeting.

