



CITY OF HOBOKEN HISTORIC PRESERVATION COMMISSION

94 Washington Street, Hoboken, New Jersey 07030

SIGN & AWNING APPLICATION

(All other applications use regular application form.)

For office use only:

Date/Time Received: _____

Application No.: _____

Property Data (required):

Block: Lot(s): Property Address:

Building Name / Description:

Historic District: Building Type:

Applicant Information (required):

Name: _____

Address: _____

Phone: _____

E-mail: _____

I am the applicant proposing the work referenced herein. I do hereby certify that the information provided is correct and complete to the best of my knowledge.

Applicant Signature: _____

Date: _____

Property Owner Information (required):

Name: _____

Address: _____

Phone: _____

E-mail: _____

I am the owner of the property for which this application is being made and hereby given my consent to the applicant to perform the work herein described. The applicant IS / IS NOT authorized to represent my interests in my absence.

Owner Signature: _____

Date: _____

Trade Professionals involved in application (where applicable): Architect/Designer Sign Contractor Other

Name: _____ Address: _____

Phone: _____ E-mail: _____

As the Applicant, I understand that the Historic Preservation Commission or the Administrative Officer for the Commission may require additional information for my application to be considered "complete" AND that an applicant, owner or a representative must appear before the Commission at a public hearing, or my application will not be heard.

General Building Information (answer all to the best of your ability):

1. Is there more than one commercial unit in the subject building? yes no if yes, how many
2. Are there residential tenants directly above the subject commercial unit? yes no
3. What materials are on the existing building facade? _____
4. Is there a cornice separating the storefront from the upper facade? yes no
5. What other architectural details exist on the storefront (ex. window bays, leaded glass, etc.)? _____
6. What is the general condition of the storefront? Poor 1 2 3 4 5 Excellent
7. What is the width of the subject storefront to be occupied by the applicant? _____
8. What is the height of the 1st floor measured from the sidewalk to 18 inches below the bottom of the 2nd floor window sills? _____

General Sign Information:

1. What is the total number of proposed signs?
 wall signs projecting signs awnings window adhesives free-standing signs other
2. What materials will the sign be constructed of (wood, aluminum, fabric, etc.)? _____
3. Will the proposed sign be illuminated? directly indirectly
4. What is the total square footage of text and/or logo identification on all signs? For wall signs include the total area of any backer-board that text is mount to. For awnings include only the total printed area. _____ SF

CHECKLIST & SUPPLEMENTAL APPLICATION MATERIALS

A complete application **MUST** include the following items and should be attached to this form. Photos and drawings **MUST** be in color. Applications without the following information **WILL NOT** be considered complete and **WILL NOT** be reviewed.

REQUIRED FOR ALL APPLICATIONS:

- 13 COPIES OF THIS APPLICATION.
- 1 SET OF PHOTOGRAPHS of the building from different angles. Include at least one photo showing the entire building (2 photos if building is on a corner lot), and one photo showing a street-level view of the storefront.
- 1 SET OF MATERIAL SAMPLES; paint or PMS color chips, awning fabric swatch, and any other non-standard materials or finishes being proposed. NOTE: Photos and material samples should be presented on a board for use at the hearing.
- 13 COPY SETS of all attachments including but not limited to the following:
 - A scaled drawing or rendering of the storefront or first floor facade showing height and width dimensions;
 - A scaled drawing of the proposed sign and/or awning including side view. The drawing should clearly indicate all dimensions of the sign or awning including height, width and projection.
 - A scaled detail of all copy (signs) and/or printed area (awnings) showing letter/logo dimensions; and a calculation of the total square feet of sign or text.
 - A drawing or photo rendering of the proposed installation that clearly show the location of the signs, awnings, and any lighting to be installed on the building.
 - Manufacturer's cut sheets for any proposed light fixtures to be installed including maximum light output in lumens and Kelvin (where available). If lighting is to be included it must be clearly shown on the building drawing or rendering.
 - A detail showing the method of installation for affixing the sign, awning and/or lighting to the facade.
- 1 ELECTRONIC COPY of all attachments, either by E-mail or on thumb drive; and
- APPLICATION FEE; a check for \$100.00 payable to the City of Hoboken.

IMPORTANT NOTE: This application is to be used only for signs and awnings. An application that includes any alteration of the building or storefront must be submitted on the regular application form.