



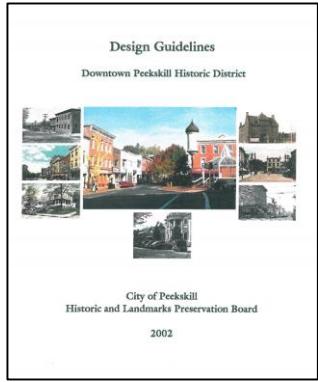
HLPB VISUAL REFERENCE GUIDE

Disclaimer: This guide provides sample representations of required dimensional drawings for submission to the Historic and Landmarks Preservation Board (HLPB) for exterior modifications for signage, lighting, and window and door elements. Applications range in complexity from a single door logo decal to a combination of several components. Please use this resource guide and others listed on the City's website for additional information. This resource manual is subject to change at any time.

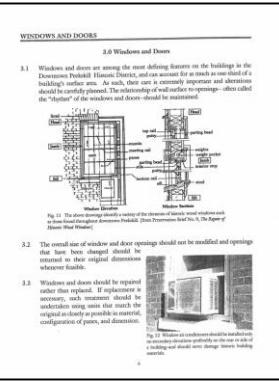
DISCLAIMERS

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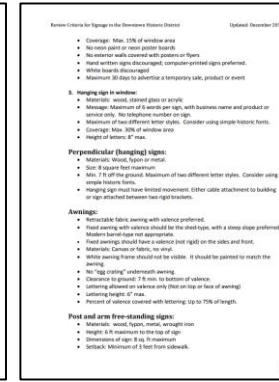
Design Guidelines



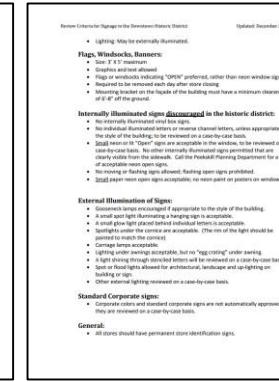
Windows and Doors



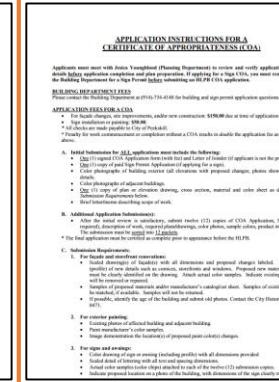
Signage in the Downtown Historic District



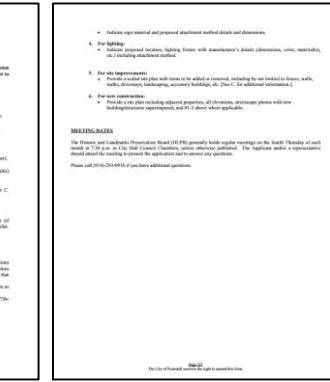
Review Criteria for Signage in the Downtown Historic District



Review Criteria for Signage in the Downtown Historic District



APPLICATION INSTRUCTIONS FOR A
CERTIFICATE OF APPROPRIATENESS (COA)



COA Application Instructions

This guide provides sample representations of required dimensional drawings for submission to the Historic and Landmarks Preservation Board (HLPB) for exterior modifications, including but not limited to: signage, exterior lighting, façade changes (material, color, siding, roofing), new windows or doors, awnings, fencing, and window/door vinyl applications. This Template Booklet is subject to change and should be used in conjunction with the preservation publications located on the City's website. All applications are reviewed on a case-by-case basis and require a full submission of materials to the HLPB. For directions on required application materials, procedure, and approval, please visit the HLPB section of the City's website (www.cityofpeekskill.com). This resource manual is subject to change at any time.



Application Types

- Signage
 - Wall sign
 - Individual letters
 - Perpendicular signs
 - Post and free arm sign
 - Windows and doors
 - Interior hanging sign
 - Directory sign
- Awnings
- Exterior lighting
- Flag poles
- Other exterior modifications

General Guidelines & Requirements

- All applications must provide paint chip samples or material swatches for each component of the application.
- Font names and size (pts) must accompany all text features.
- Drawings/Plans must be scaled.
- All applications must provide a photo(s) showing existing building condition taken within 4 weeks of submission date.
- All renderings showing proposed features must use the same 'existing conditions' photo.
- For applications that include lighting, new windows, doors, and similar, a manufacturer's spec sheet must be provided.
- Signs may not be internally illuminated.



Using This Application Guide

This Template Book is divided into seven (7) fictional applications as indicated by a colored stripe on the right hand side of the page.

Application #1

Includes door and window vinyl graphics, new exterior lighting, and new wall signage.

Application #2

Includes a new exterior perpendicular sign only.

Application #3

Includes a new free-standing (multi-tenant) exterior sign.

Application #4

Includes a new storefront awning.

Application #5

Includes a new directory signage (multi-tenant).

Application #6

Includes individual letters as signage.

Please note that your application may include different exterior elements that require approval.

Application Submission for Signage, Lighting, Window & Door Elements



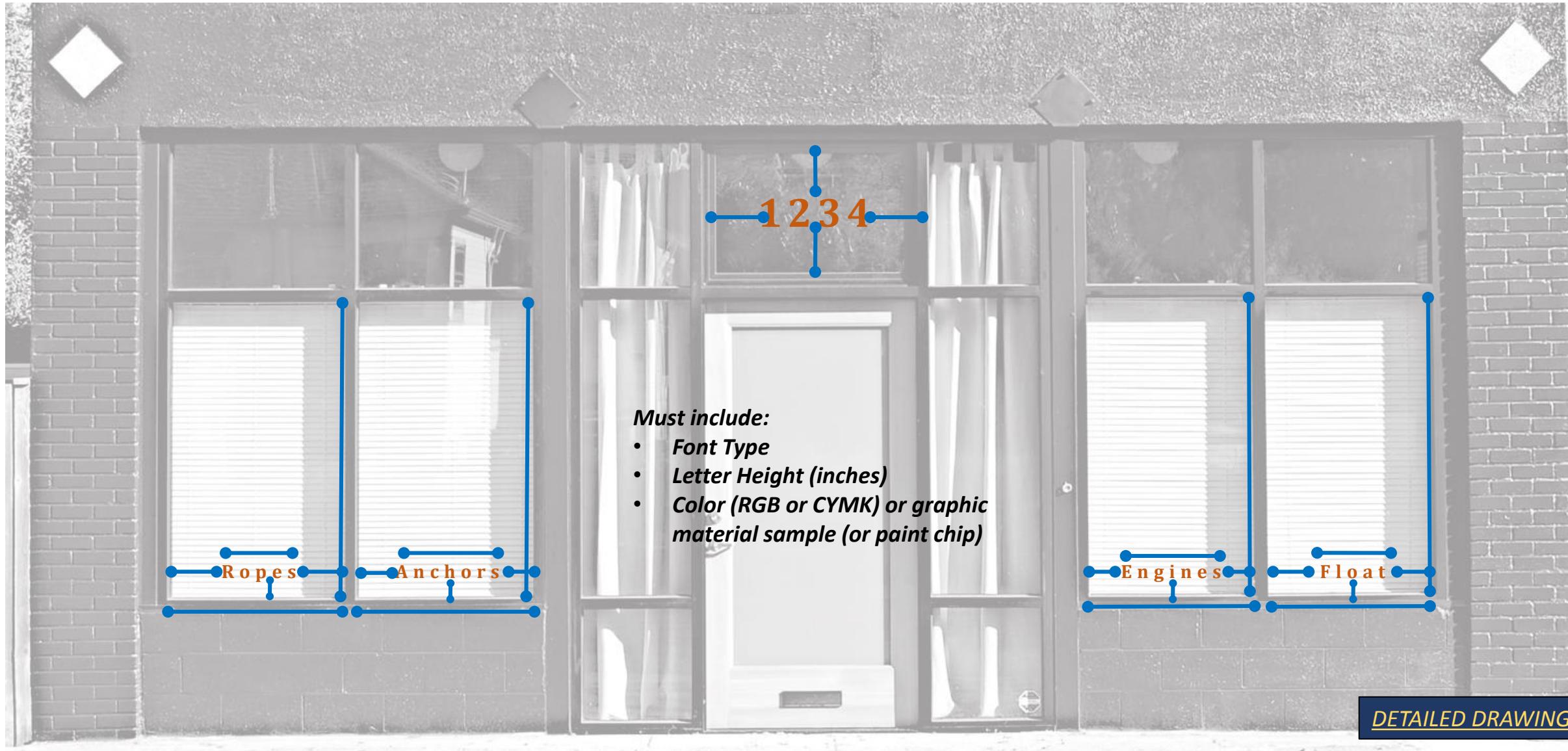
Required Dimensions for New Windows

● Indicates required measurement



Required Dimensions for Proposed Window Elements

● Indicates required measurement



Required Dimensions for Door Application

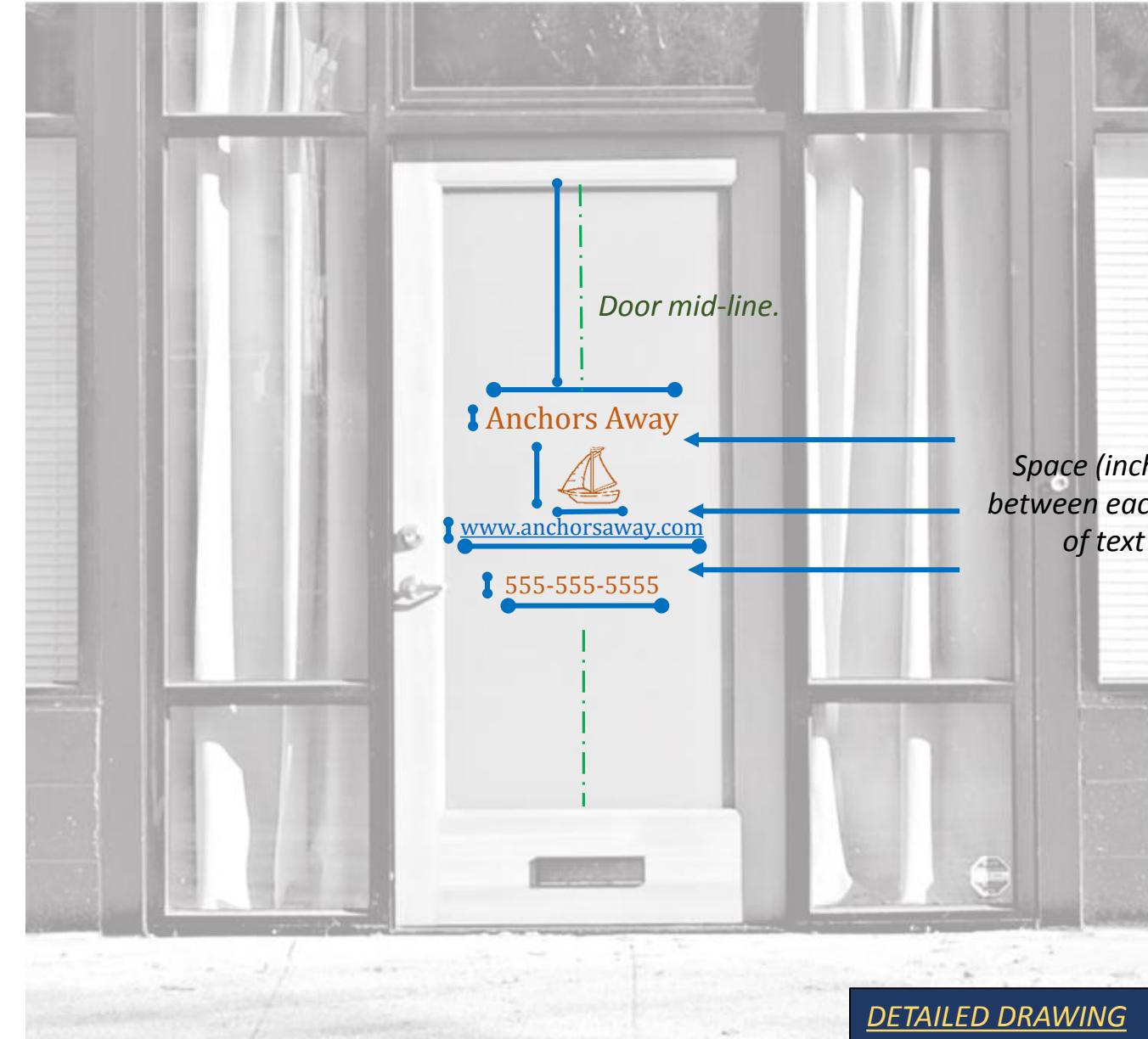


EXTENT DRAWING

—●— Indicates required measurement

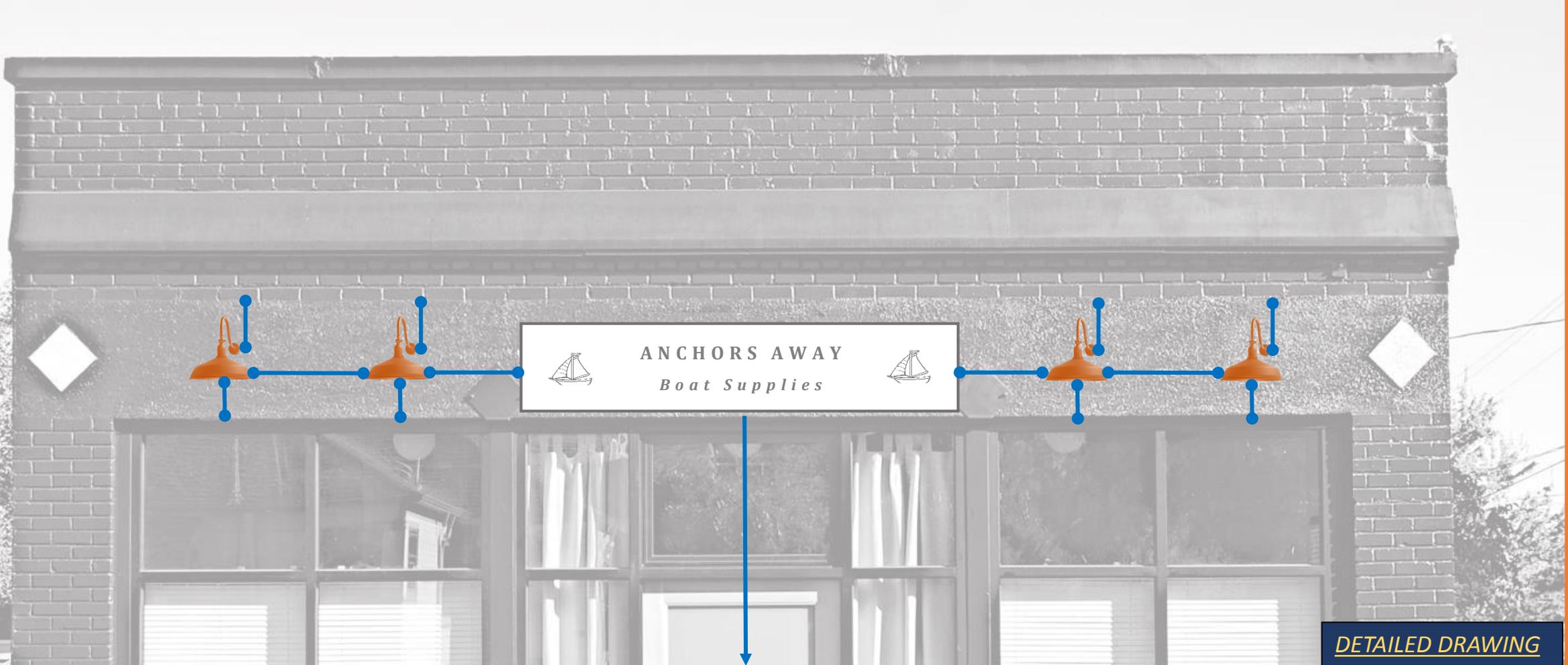
Must include:

- **Font Type**
- **Letter Height (inches)**
- **Color (RGB or CYMK) or graphic material sample (or paint chip)**



DETAILED DRAWING

Required Dimensions for Proposed Lighting



Must include a manufacturer's spec sheet for lighting with details for attachment, color, material, and bulb wattage. LED lights will be reviewed on a case-by-case basis: incandescent lighting is preferred. No exposed wires.

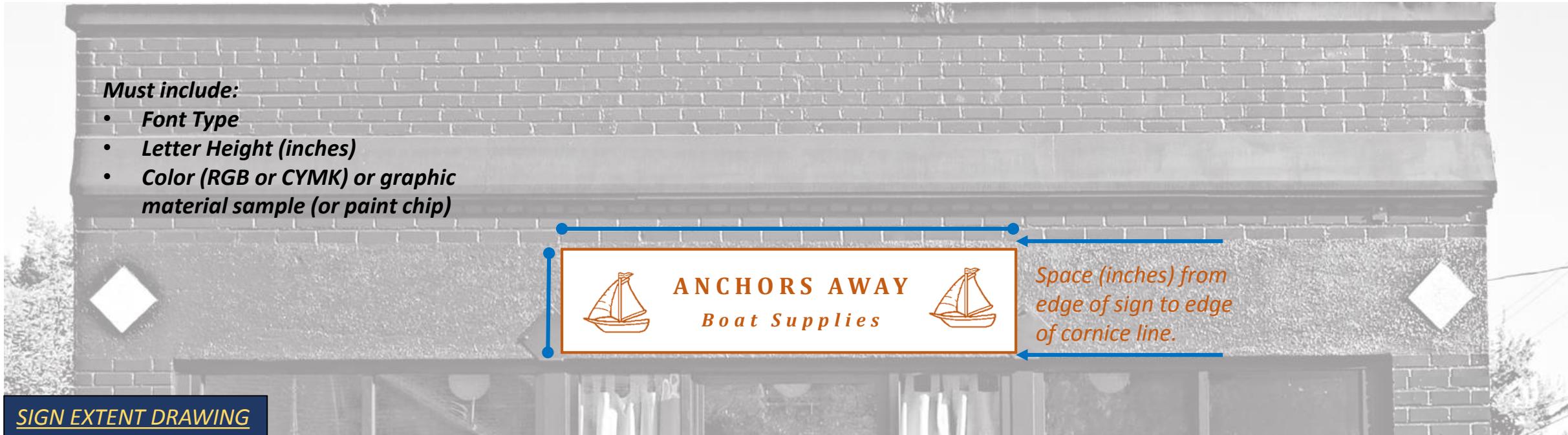
Measurement in feet to sidewalk

●—● *Indicates required measurement*

Required Dimensions for Proposed Sign

Must include:

- **Font Type**
- **Letter Height (inches)**
- **Color (RGB or CYMK) or graphic material sample (or paint chip)**

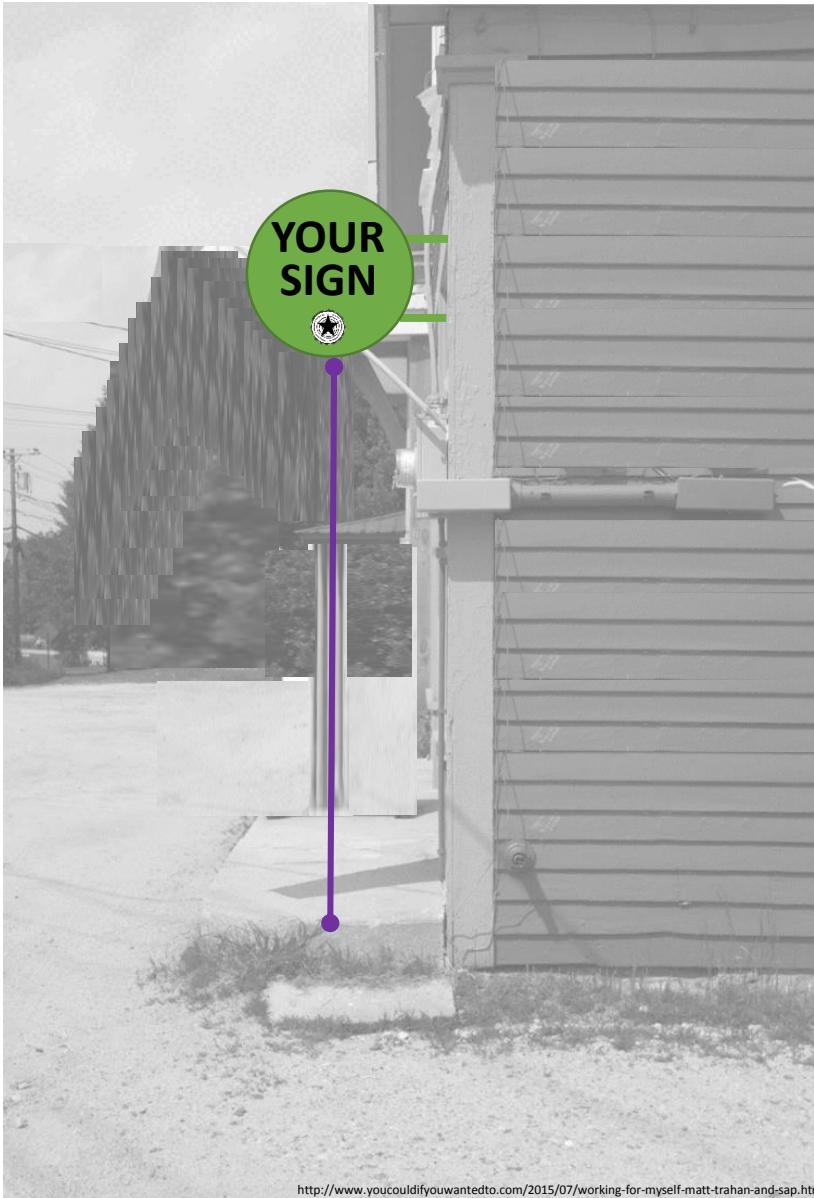


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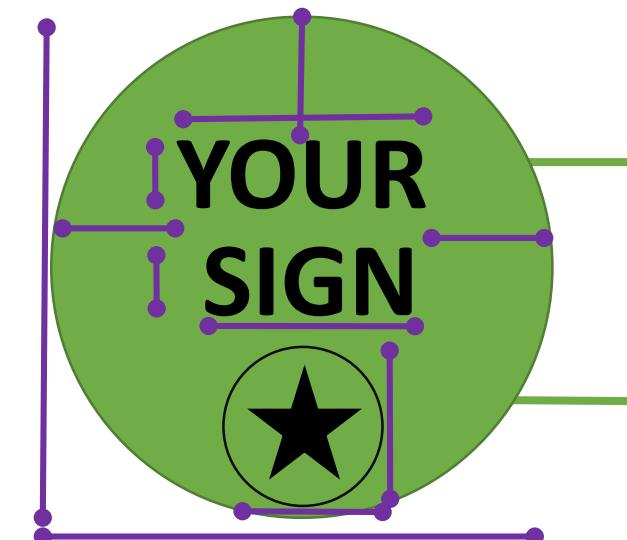


Application Submission for Perpendicular Signage

Required Dimensional Drawings for Proposed Perpendicular Sign



PROFILE SIGN DRAWING

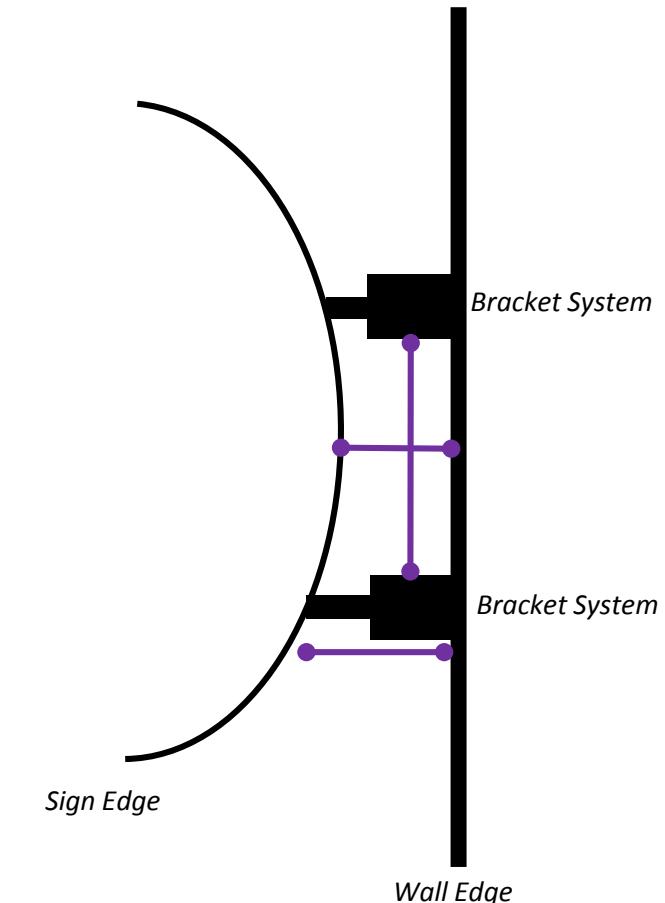


DETAILED SIGN DRAWING

Must include:

- **Font Type**
- **Letter Height (inches)**
- **Color (RGB or CYMK) or graphic material sample (or paint chip)**

— Indicates required measurement

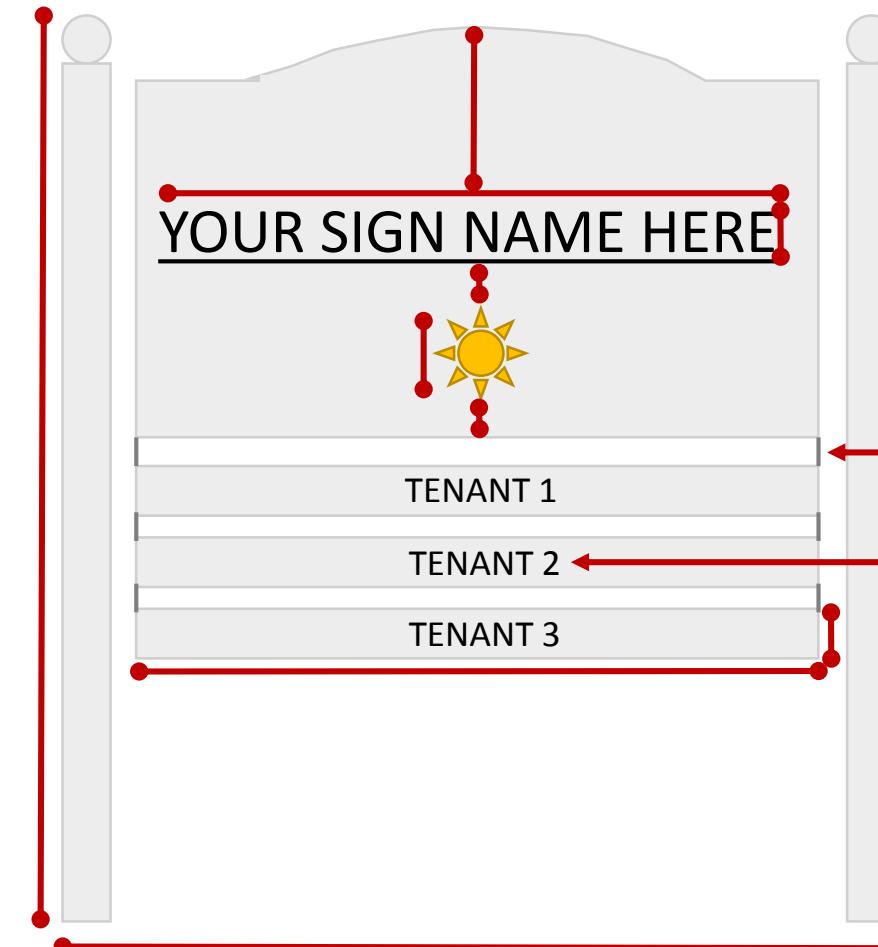


Describe bracketing system, including material, color, and attachment detail.

DETAILED ATTACHMENT METHOD DRAWING

Application Submission for Free-Standing Signage

Sign shape is a sample: your sign shape



Must include:

- **Font Type**
- **Letter Height (inches)**
- **Color (RGB or CYMK) or graphic material sample (or paint chip)**
- **Material of sign and letters**
- **Include color and materials and dimensions for logo, if applicable.**

Need spacing dimension between tenant boards. Describe attachment method.

Include dimensions for lettering height and width. Include color and font type.

Provide a color photo of existing conditions.

Provide a photo rendering showing sign installed on property.

— Indicates required measurement

Application Submission for Awning

Valance optional

Must include:

- **Font Type**
- **Letter Height (inches)**
- **Color (RGB or CYMK) or graphic material sample (or paint chip)**
- **Material of sign and letters**
- **Include color and materials and dimensions for logo, if applicable.**

Provide a color photo of existing conditions.

Provide a photo rendering showing sign installed on property.



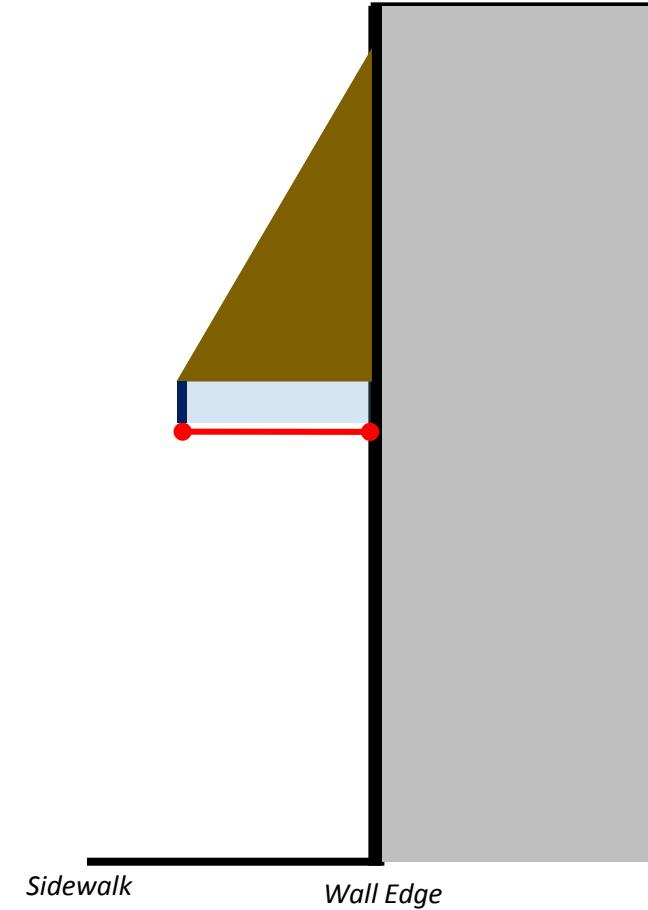
<https://ru.pinterest.com/pin/202239839494259338/>

●—● Indicates required measurement

Include dimensions for lettering height and width on valance. Include color and font type.

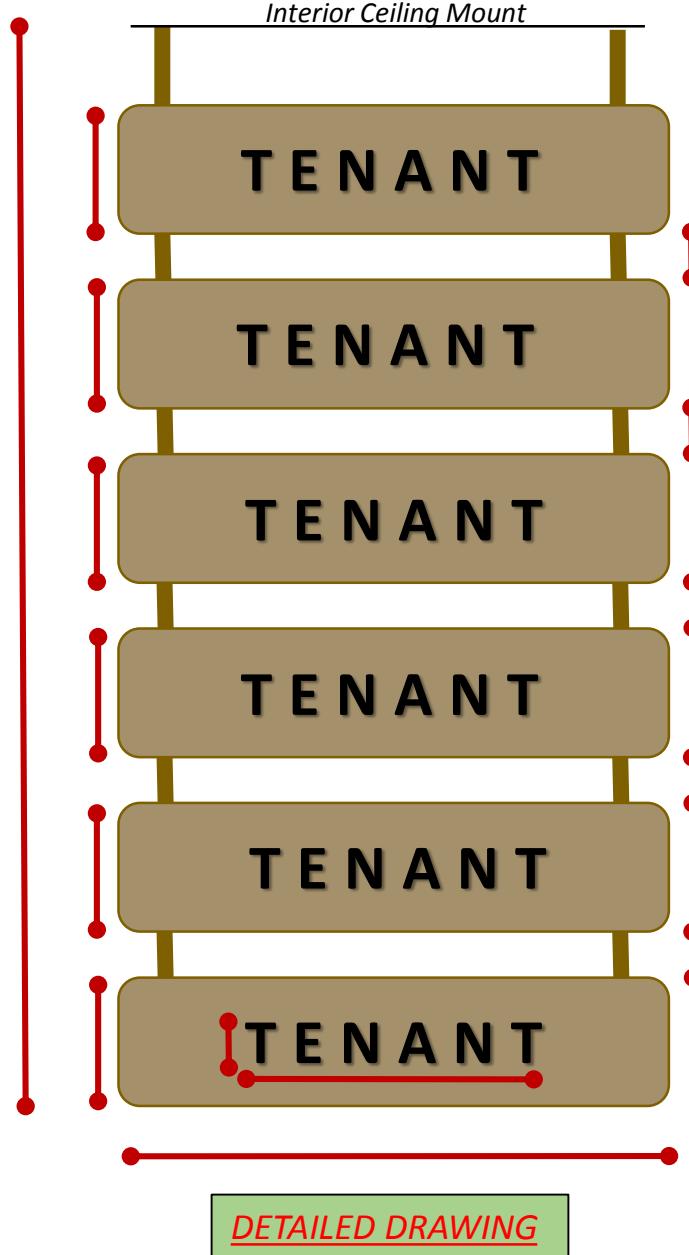
Describe attachment method, including materials and colors.

Required Dimensional Drawing for Awning



[SIDE PROFILE – AWNING DRAWING](#)

Application for Directory Signage



Directory Signage may be located in the window space of a building's interior, setback from the glass. Directory Signage may be located on the exterior of a building.

For all Directory Signage Applications, a detailed drawing (left) AND a scaled context drawing showing the signage as hanging from inside or attached to building exterior.

If interior, specify distance away from window.

[See Applications #1 and #4 in this Guide]

Must include:

- *Font Type*
- *Letter Height (inches)*
- *Color (RGB or CYMK) or graphic material sample (or paint chip)*
- *Material of sign and letters*
- *Attachment method*

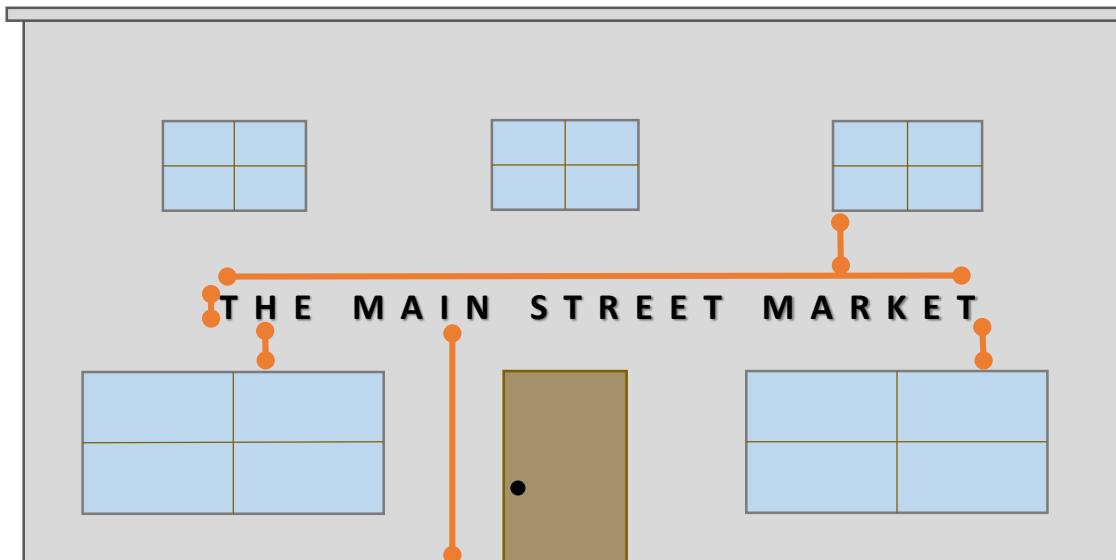
● ● *Indicates required measurement*

Application for Individual Letters as a Sign

DETAILED DRAWING

THE MAIN STREET MARKET

CONTEXT DRAWING



Must include:

- Font Type***
- Letter Height (inches)***
- Color (RGB or CYMK) or graphic material sample (or paint chip)***
- Material of letters***
- Attachment method***
- Width extending from building***

●—● Indicates required measurement