



## ARCHITECTURAL REVIEW BOARD

### BUSINESS SIGN, AWNING AND/OR STOREFRONT REVIEW GUIDELINES AND REQUIREMENTS

The following is a guide to assist you in obtaining Sign, Awning and/or Storefront approval for your project.

Any questions regarding the process can be answered from 8:30 am – 4:30 pm, Monday to Friday by

contacting the Building Department at 516.326.6319 or [FPBuildings@FPVillage.org](mailto:FPBuildings@FPVillage.org)

The Building Department is located at 1 Pool and Garage Road, Floral Park, NY

#### General Information:

Incomplete applications will not be accepted

The Architectural Review Board consists of local volunteers who are responsible for reviewing and approving all exterior building elements in our community, including signs, awnings and storefronts. The purpose of the Board is to protect property values, create a more attractive economy and business climate, enhance and protect the physical appearance of the community, preserve the architectural character of buildings, preserve the scenic and natural beauty of designated areas and to provide a more enjoyable and pleasing community.

The Board typically meets on the fourth Wednesday of each month, applications must be submitted a minimum two weeks prior to the meeting date. All applications are reviewed considering the entire façade including relationships to the neighboring buildings and signs.

#### Architectural Review Board Guidelines:

Our Board has the important responsibility of overseeing the aesthetics of all new construction, exterior alterations, facades and approval of all business signs and awnings.

The following signs have been approved by the Board and will give you some idea of what we will find acceptable. If you will take some time to view these signs, you may get an idea of a sign for your business. You will notice that they range in detail and complexity:

Katzman Orthopedics	261 Jericho Turnpike
The Wedding Plaza	216 Jericho Turnpike
Cara Mia	146 Tulip Avenue
Gyro Village	144 Tulip Avenue
Floral Park Diner	140 Tulip Avenue
Hance Family Foundation	130 Tulip Avenue

Erecting a sign in a manner not approved by the Architectural Review Board is a violation of the Village Zoning Code and may result in a fine and court appearance ticket being issued.

Please note that once your project is approved by the Board, it is still necessary to apply for a permit. The permit will need to be approved and issued before the work can begin. Signs and replacement awning fabric will require a sign permit application. Storefront systems and new awning structures will require a building permit application and must include drawings signed and sealed by a NYS licensed professional.

Once the installation is complete, you must contact the Building Department at 516.326.6319 to have it inspected for compliance.

Additional information regarding business sign regulations can be found within the Village Code.



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#### Submission Requirements:

One (1) Copy of the Following:

1. The completed application for ARB Sign, Awning and/or Storefront Review.
2. Sign Permit Application (For signs or awning fabric replacement only, new grand signs, awnings and storefronts will require a full building permit application and must include drawings stamped and signed by a NYS licensed architect or engineer)

**One (1) Paper Set, collated and folded and an electronic set in PDF format emailed to [ARB@FPVillage.org](mailto:ARB@FPVillage.org), must include:**

3. An accurately drawn building elevation or superimposed photo for each area proposed which shall include the sign, awning and or storefront, and a section profile showing projections, minimum scale of  $\frac{1}{4}'' = 1'-0''$ . Drawing must show placement of the sign and or awning(s) and mounting heights. Sheet size to be 11 x 17 maximum.
4. The dimensions, logo, typeface or lettering of all text for the proposed sign or awning must be accurately drawn.
5. Existing photos of each building façade affected, and the adjacent buildings.
6. Samples of colors as indicated on the drawings.
7. A detail of the method of illumination including color temperature must be shown on the drawing. All electric work must be performed by a licensed electrician and a third-party electrical certification be submitted prior to closeout.
8. Business Registration: The Business Registration form is required for all new businesses and must be submitted with the ARB application.

ARB Application Fee:

- \$100 – Each Sign or Awning – Non-Illuminated
- \$150 – Each Sign or Awning – Illuminated
- \$250 – Storefront

#### Village Sign Code & ARB Requirements:

General Requirements:

Signs shall bear only the name, profession, logo and numerical telephone number or website for the business.

Wall Sign:

Height of Sign – 2' high maximum

Length of Sign – 80% of building frontage, up to a maximum of 30'

Allowable Sign Band Area – Between 8' and 15' above grade

Projection – No more than 10" from the face of the building.

Ground Sign:

Size – Not to exceed 20 square feet in area or 5' in height

Location – Not less than 10' from the property line

Illumination:

Illumination shall be indirect or internal with white light. Lighting should be transmitted through the letters or symbols of the sign. Internal lighting which shows through the translucent background area of the sign shall not be permitted. Flashing, moving or changing lighting is not permitted. All lighting must be on dimmers and be on a timer so the lights are off during the hours when the business is closed.

Awnings and Canopies:

Height – 3' maximum vertical height for the canopy, must be a minimum of 7'-6" above the sidewalk

Lettering – 2' high maximum

Projection – No more than 18" from the face of the building

Interior and window signs:

Total interior and window signage area shall not exceed 35% of the total area of the window, except interior and window signs for supermarkets, groceries, stores for retail sale of foods which stores have a total floor area of 4,000 square feet or more and located in the B-1, B-2 and B-3 District: total interior and window signage shall not exceed 75% of the total area of such window.



**DEPARTMENT OF BUILDINGS  
SIGN PERMIT APPLICATION  
BUSINESS SIGNS, AWNINGS & STOREFRONT**

BUSINESS SIGN	
Permit Number	
Permit Issue Date	

ARCHITECTURAL REVIEW BOARD APPROVAL IS REQUIRED FOR ALL SIGNAGE, NEW AWNINGS AND STOREFRONTS REQUIRE A BUILDING PERMIT APPLICATION

<b>Sign Location Information:</b>		Incomplete applications will not be accepted	
Property Address:			
Section:	Block:	Lot:	Zone:
<b>Sign Information:</b> (check all that apply)			
<input type="checkbox"/> Proposed	<input type="checkbox"/> Maintain	<input type="checkbox"/> Replacement	<input type="checkbox"/> Building Mounted Sign <input type="checkbox"/> Free Standing Sign <input type="checkbox"/> Awning <input type="checkbox"/> Storefront
Business Name:			
Business Slogan:			
Business Description:			
Sign Description:			
Sign Location:			
Sign Frame Materials: <input type="checkbox"/> Existing _____		<input type="checkbox"/> Proposed _____	
Sign Frame Colors:			
Sign Face Materials: <input type="checkbox"/> Existing _____		<input type="checkbox"/> Proposed _____	
Sign Face Colors:			
Sign Illumination: <input type="checkbox"/> No Illumination		<input type="checkbox"/> Internal Background Illumination <input type="checkbox"/> Internal Lettering Illumination <input type="checkbox"/> External Lighting	
Sign Frame Materials: <input type="checkbox"/> Existing _____		<input type="checkbox"/> Proposed _____	
<b>Owner Information:</b>			
Owner and Company Name:			
Mailing Address:		City:	State: Zip:
Phone Number:		Email:	
<b>Installer Information:</b>			
Company Name:			<input type="checkbox"/> VFP Verified
Company Address:		City:	State: Zip:
Phone Number:		Email:	
<b>Electrician Information:</b>			<input type="checkbox"/> Check here if no electrical work
Electrician and Company Name:		Floral Park License Number:	<input type="checkbox"/> VFP Verified
Company Address:		City:	State: Zip:
Phone Number:		Email:	
<b>Property Owner Statement &amp; Signature:</b>			
The undersigned affirms that I am the owner of the property described herein, situated, lying and being within the Incorporated Village of Floral Park; that I have read and understand all items as here in stated, recognize that I am responsible for all activities occurring on the property, and that failure to comply with any of the items, notwithstanding any other items defined in the Village Code, may result in the temporary suspension or permanent revocation of the permits issued for construction on the premises in accordance with the Village Code.			
Print Name:		Signature:	Date:
<b>Building Department Use Only:</b>			
Permit Fee:	Receipt:	\$100 - Sign or Awning – Non-Illuminated \$150 - Sign or Awning – Illuminated \$250 - Storefront	
ARB Review	<input type="checkbox"/> Approval <input type="checkbox"/> Denial	Date:	
Permit Review	<input type="checkbox"/> Approval <input type="checkbox"/> Denial	Date:	By:
Inspection	<input type="checkbox"/> Approval <input type="checkbox"/> Denial	Date:	By:

**Permit Conditions:**

- The Permit must be posted and visible from the street for the duration of the construction process.
- The Permit is valid for 6 months, unless construction has started. If started, the permit is valid for 12 months from the date of issuance. Should the permit expire a permit renewal application, along with updated drawings and permit fee, must be filed and approved by the Building Department.