



TOWN OF SOUTHEAST

Multi-Tenant Property Owner Sign Program Review

The Town of Southeast adopted revisions to the Sign Code on January 24, 2013. We urge you to review and become familiar with the new law as it affects your proposed and/or existing signage. The revised Code incorporates a requirement for review of a program for two or more businesses that share a common zoning lot or parcel. The purpose of the Multi-Tenant Property Owner Sign Program is to generate visual harmony among the signs within the program area and compatibility with surrounding establishments and structures. In doing so, the aesthetic appeal of the Town's commercial zones will benefit.

To achieve this, the property owner and/or their representative need to consider the existing structures and signage and how they relate to the overall aesthetics and how new signage may be incorporated into the program.

In developing your sign program you should consider one or more of the following unifying elements: sign type, lettering or graphic style, size, shape, scale, colors, lighting, materials, and/or installation. This program pertains to all signage within the program area.

Please submit your completed Sign Program Application to the Building Department and Architectural Review Board (ARB) simultaneously for review. To aid the Town in its review, please include the following with your application:

1. An overall statement of your vision for the wall and free-standing signs on your property focused on the elements you require to unite them into a cohesive and aesthetically pleasing look. (Once approved, this is something you may want to provide to your tenants as part of their lease.)
2. The vertical and horizontal dimensions of the building face for the proposed signage for each business/store front. (These dimensions are necessary to determine the size of the proposed signs).
3. The proposed height and length of signs (shown on building elevations if possible).
4. Provide copies of any variances obtained for signage.

There is no fee for these reviews if they are completed by December 31, 2013

The Building Department will review your application to ensure it meets with the Zoning specifications. The ARB will review the program to ensure it will achieve a cohesive and consistent look and, ultimately, improve the attractiveness of your property. If you wish to attend a workshop with ARB members prior to submitting your sign program, please contact the ARB Secretary at 845-279-7736 to schedule an appointment. For additional guidance, you may review the Town of Southeast Zoning Code: §138-77 Design guidelines. The Town Code is available online at www.southeast-ny.gov

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Multi-Tenant Property Owner Sign Program Review

DATE _____

Name of Property Owner

Address: _____

Phone Number: _____

Fax/e-mail: _____

Property Owner's Name
(please print) & Signature: _____

Property Information:

Property Name: _____

Property Address: _____

Tax Map No: _____

Zoning _____

District: _____

_____ Application Preparer Name

(please print) & Signature _____

Number of Businesses/Store Fronts on Property with Signs: _____

Sign Program Details

Number and Type of Free-standing Signs on Property:

Sign Type:	Ground	Pole	Monument	Wall	Tower	Other
How many?						_____

Proposed Illumination of Signs:

Illumination:	Ground	Pole	Monument	Wall	Tower	Other

Proposed sign material and mounting (pin mounted letters, box, wood, plastic, etc.).

Material Mounting	Ground	Pole	Monument	Wall	Tower	Other

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Proposed Font (lettering and/or graphic style)

	Ground	Pole	Monument	Wall	Tower	Other
Font						
Graphic Style						_____

Proposed colors: sign lettering and background

	Ground	Pole	Monument	Wall	Tower	Other
Background						
Lettering						_____

Additional Details:

	Ground	Pole	Monument	Wall	Tower	Other

Code Compliance (to be completed by Town of Southeast Code Enforcement Officer):

Maximum Length: _____ Maximum Height: _____
 Maximum Area: _____ Illumination _____
 Restrictions: _____
 Materials Restrictions (list): _____

Town of Southeast Code Enforcement Officer Reviewed _____ Date _____

For Internal Use Only:

<p>Building Department</p> <p>Approved: _____</p> <p style="text-align: center;">Initial/Date</p> <p>Denied: _____</p> <p style="text-align: center;">Initial/Date</p>	<p>ARB Review: _____</p> <p>Approved: _____</p> <p style="text-align: center;">Initial/Date</p> <p>Denied: _____</p> <p style="text-align: center;">Initial/Date</p>
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Reason for Denial: