



Where Community, Business & Tourism Prosper

Historic Preservation Commission
25 Neptune Blvd, Neptune, New Jersey 07753
732.988.5200 ext. 278 ~ Fax 732.988.0062
Rhavey@Neptunetownship.org

**Sign Application
for
Certificate of Appropriateness
Historic Preservation Commission**

HPC#2005_____

HPC # _____

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Please PRINT or TYPE

1. Property Address: _____

Block _____ Lot _____

2. Name of applicant: _____

3. Name of contractor: _____

Contact Mailing Address:

Contact Information:

Phone Number:

Day _____ Night _____ Cell: _____

E-Mail _____

Property Type:

1. Single Family _____ 2. Multi Family _____ 3. Commercial _____

Number of Units: Existing _____ Proposed _____

Historic Preservation Commission Procedures for a Sign Certificate of Appropriateness

Section 416.08 of the Township of Neptune Land Development Ordinance establishes very specific requirements for sign in the Historic District.

Signs in Historic Districts

Section 416.08 of ordinance and appendix D of ordinance

Signs in Historic Districts

- A. Applicability. This Sub-section applies to all signs in any historic zone district.
- B. Illumination.
 - 1. No sign may be internally illuminated.
 - 2. Neon signs shall not be permitted.
 - 3. All illuminated signs shall be extinguished by 11:00 p.m. each night during all seasons of the year.
- C. Materials. Signs shall be constructed of wood, metal or other solid or rigid material.
- D. Permitted Signs. The following types and sizes of signs shall be permitted:
 - 1. Professional nameplates not exceeding one (1) square foot in area.
 - 2. Bulletin boards not exceeding twenty (20) square feet in area for religious or other semi-public and public institutions when they are located on the same premises as the buildings.
 - 3. Signs for ground floor business establishments, other than historic hotels, shall be permitted in accordance with the following regulations:
 - (a) Wall mounted signs. One (1) wall-mounted sign having a maximum area not to exceed fifteen (15) square feet and one (1) wall-mounted sign having a maximum area not to exceed six (6) square feet. Where the business is located at a corner lot, four (4) signs are permitted; two (2) on each road frontage meeting the above specified area requirements. The maximum height of such signs shall be fifteen (15') feet or the sill level of the second (2nd) story, whichever is less. The signs shall be applied flat against the wall and shall conform to all other applicable requirements contained herein.
 - (b) Projecting signs. One (1) projecting sign may extend from the primary building face to a maximum horizontal dimension of 42". Such sign is to be perpendicular to a building face, and shall be situated to be visible to those traversing sidewalk areas. The maximum area for such a sign shall be five (5) square feet. The bottom of the sign must be a minimum eight (8) feet from ground level.

- (c) Awnings signs. A maximum of two (2) awning signs shall be permitted. Such signs may only state the name of the establishment associated with the awning. Maximum image height shall be ten (10) inches, and maximum image width shall be one (1) foot. Awning signs shall only be permitted on first-story awnings. The sign shall only be located on a portion of the awning that is both parallel to the vertical orientation of the building wall to which it is attached and is parallel to the building line of the building wall to which it is attached. This portion is more commonly known as the “valance.” The horizontal dimension of the sign shall not exceed fifteen (15) feet, or sixty percent (60%) of the length of the awning occupied by the use, whichever is less. The minimum height from ground level to lowermost portion of awning shall be eight (8) feet. The maximum horizontal projection dimension of an awning from the building wall, including any appurtenances, shall not exceed five (5) feet. Such awning may project over a public sidewalk only and shall not extend over any other portion of any other public right-of-way. No canopy may project over a public right-of-way, unless approved by the Township Committee. The maximum vertical dimension of an awning shall not exceed the horizontal projection dimension.
- (d) Permanent window signs. Permanent window signs shall be permitted subject to the following regulations:
 - (i) Sign Content. The sign(s) shall be limited to the resident business name, resident business logo, resident business type, street address, and/or telephone/fax number. No permanent window sign shall depict brand names and/or logos of products, commodities, services, etc. other than those owned by the local resident business establishment itself.
 - (ii) Sign materials and placement. A permanent window sign shall be professionally painted on the interior side of a window; and/or a fixture constructed by a professional sign manufacturer hung on the interior side of a window.
 - (iii) Sign Area. Maximum area of any and all permanent window signs shall not exceed thirty percent (30%) of the total window area within which it is displayed, not to exceed twelve (12) square feet.
 - (iv) Quantity. One (1) sign per business per window shall be permitted, up to a maximum of two (2) signs per business displayed on any building.
 - (v) Location. No permanent window sign shall be permitted in a window above the first-story of a building.
 - (vi) Visibility. No permanent window sign shall be displayed in a window unless it is visible from a public street or an approved parking area.
 - (vii) Illumination. The sign(s) may be internally illuminated or externally illuminated from the interior of the building. Neon light window framing shall not be permitted as a method of illumination for window signs.

[NOTE: The previous subsection D.3(d) has been added per Ordinance No. 03-035]

- 4. Signs for historic hotels, rooming houses and other transient residential establishments shall be permitted based on the number of guest rooms, as follows:
 - (a) Under 20 rooms. One (1) sign with a maximum area of ten (10) square feet and one (1) sign with a maximum area of four (4) square feet. Wall mounted signs.

One (1) wall-mounted sign having a maximum area not to exceed fifteen (15) square feet and one (1) wall-mounted sign having a maximum area not to exceed six (6) square feet.

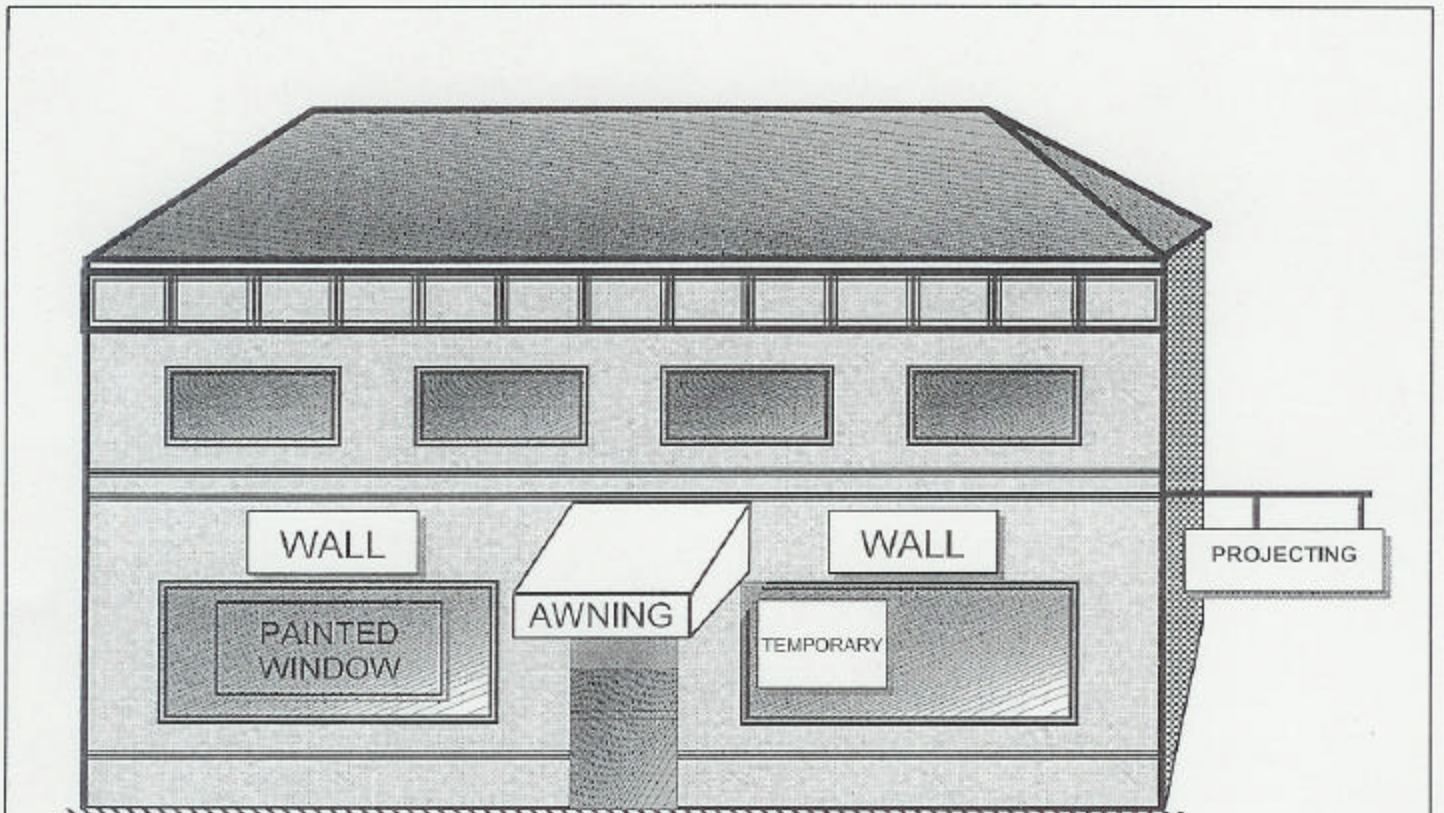
- (b) Each permitted accessory use is permitted one wall mounted sign not to exceed fifteen square feet in area on each street frontage.
- (c) Awning signs as described in §416.08.D.3.c.
- (d) Signs shall not be located in the historic flared open space area.

- 5. Memorial signs or tablets not to exceed two (2) square feet in area are permitted, when constructed of bronze or other incombustible material or when cut into the masonry surface of the building to commemorate the name of the building and/or the date of construction.
- 6. Temporary signs not exceeding fifteen (15) square feet in area denoting the architect, engineer or contractor when placed on the work under construction shall be permitted for three (3) months and renewable for five (5) month periods.
- 7. A single real estate sign, not to exceed six (6) square feet in area which advertises the sale, rental or lease of the premises on which the sign is located or a name sign for a residential building shall be permitted, when attached to the lowest floor of the building, parallel to the street.
- 8. Traffic or other municipal signs, legal notices, notice of dangerous conditions and other temporary emergency or non-advertising signs of public interest shall be permitted by approval of the Neptune Chief of Police in cases of emergency or the Township Committee in all other cases.

E. Signage for Ocean Grove Camp Meeting Association (OGCMA) shall be permitted, as follows:

- 1. Internally illuminated religious symbols sixteen (16') feet in height placed at an elevation not to exceed seventy-five (75) feet high.
- 2. Wall mounted identification signs not to exceed sixteen (16) square feet in area with a maximum height of fifteen (15') feet.
- 3. Wall mounted informational signs not to exceed sixteen (16) feet in area with a maximum height of fifteen (15') feet.
- 4. Public safety and informational signs.
- 5. Bronze memorial signs.
- 6. Street signs
 - (a) Standard street signs per Manual of Uniform Traffic Control Devices.
 - (b) Monument street signs not to exceed twenty-four (24") inches in height.

APPENDIX D: TYPES OF BUILDING-MOUNTED SIGNS



Project Information Check List

To help you prepare a complete application, please check off each item pertaining to your project and provide all information to clearly explain the project. Only complete applications will be placed on the Hearing agenda

ALL APPLICATIONS MUST INCLUDE THE FOLLOWING INFORMATION

- Current color photograph(s) of the property
- Photographs of the area(s) where proposed signs would be placed
- Photographs of the streetscape
- A description of the details of the proposed sign(s) including
 - Materials
 - Style
 - Dimensions
 - Lettering Style
 - Wording
 - Colors
 - Location(s)
 - Illumination
- A detailed drawing (to scale) of proposed signs showing placement on building
- A copy of your survey is required

Type of Sign(s) (check all that apply)

- Professional Nameplate
- Bulletin Board
- Wall Mounted
- Projecting
- Awning
- Memorial sign or tablet
- temporary
- real estate

Number of proposed signs _____

PROJECT DESCRIPTION

Please describe your proposed work simply and accurately below. Use the attached submittal criteria checklist to guide you. Be sure to indicate colors and materials to be used. Accurate drawings and photograph are required.

All applications must include a current color photo of house or property and photos of streetscape of the area. Do Not Staple Pictures.

PLEASE PRINT

The Historic Preservation Commission and this application are governed by Ordinance #00/40 of the Township of Neptune [adopted August 24, 2000].

Signature of applicant

Date

_____ / _____

Signature of appointed representative

Date

_____ / _____