

VILLAGE PLANNING BOARD

Village of Orchard Park New York

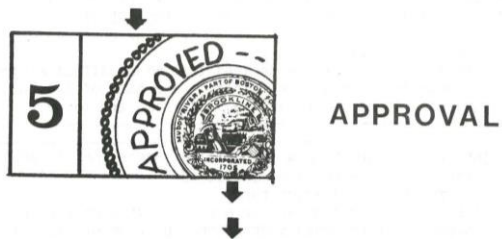
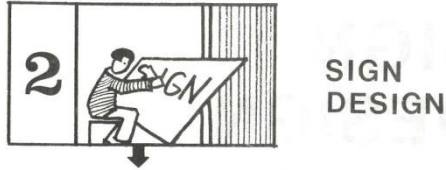
Good sign design is a simple yet effective way to improve the visual environment. A sign is as personal as a signature and conveys the tone of the business before the threshold is ever crossed by the customer. By following the design guidelines contained in this booklet, you too can help stimulate the economic revitalization occurring in Orchard Park's shopping districts. You are also helping to protect Orchard Park's architectural heritage and commercial property values, including the very substantial investments that people like yourself are making in the Village's commercial areas.

Table of Contents

<i>Sign Design Review Process</i>	<i>3</i>
<i>Sign Design Guidelines</i>	<i>6</i>
<i>The process at Work</i>	<i>8</i>
<i>Sample Application Form</i>	<i>12</i>
<i>Excerpts from the Sign Ordinance</i>	<i>13</i>
<i>Conclusion</i>	<i>22</i>

Sign Design Review Process

All signs along Orchard Park's commercial streets require Planning Board approval and a building permit. In those cases where a façade renovation is involved, a separate building permit is also required for the construction of that. The planning board's review process for signs has been simplified and consists of a 5-step process described as follows



WHEN YOU HAVE RECEIVED APPROVAL,
RETURN TO THE BUILDING INSPECTOR
TO OBTAIN YOUR SIGN PERMIT.
The sign may then be installed
subject to any conditions stipulated.



1. PRELIMINARY INQUIRY AT THE VILLAGE OFFICE. MUNICIPAL BUILDING, 4295 SOUTH BUFFALO STREET, ORCHARD PARK, NEW YORK 14127 www.orchardparkvillage.org
 - a. You receive information regarding the process.
 - b. The regulations and guidelines that might affect the sign at your location are contained in the back of this publication.
 - c. An early inquiry can save you time and money.

2. DESIGN OF SIGN AND PREPARATION OF SIGN SUBMISSION PACKAGE

The sign submission package consists of:

- a. A completed application form (Found on our website, Nonresidential building permit application)
- b. A building elevation and/ or plot plan showing the position of the proposed sign on the building or property. Include building and sign dimensions.
- c. The proposed lettering, color and pictorial view of the sign.
- d. The dimensions of the sign and lettering.
- e. The construction details of the sign structure and mounting devices.

3. BRING SIGN SUBMISSION PACKAGE TO THE VILLAGE OFFICE.

- a. Package will be reviewed for completeness and applicant will be advised if a zoning variance is required.
- b. Sign submittal will then be referred to the Planning Board for review. The Planning Board meets the first Tuesday of every month. To be placed on the agenda, the submittal must be in by Noon on the Tuesday prior to the meeting.

4. THE PLANNING BOARD WILL REVIEW YOUR SUBMITTAL


- a. On the first Tuesday of the month the Planning Board will review your submittal.
- b. Applicants will receive a copy of the agenda in the mail. Applicants or representative should be present to answer questions.

Sign Design Guidelines

The following guidelines reflect the types of design considerations that are applied to the sign proposals during the sign review process


a. The sign should serve to define or enhance architectural elements of the building, not obscure or obliterate them.

THIS NOT THIS



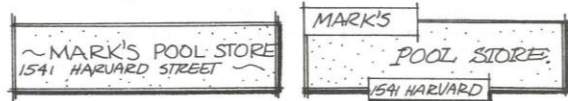
b. The sign should identify the name of the business, not advertise brand names.

THIS NOT THIS



c. Signs should be consolidated. Restraint and simplicity are best. Signs which are well designed never dominate the plot of land on which they stand, nor need they be of maximum legal size and height to be effective.

THIS NOT THIS



- d. Where feasible, sign letters should be attached directly to building without superfluous back-facing.

THIS



NOT THIS



- e. Sign graphics should reflect simplicity, neatness and minimum wording - not only to improve appearance but to improve legibility. Space between and around lines of lettering is important.

THIS



NOT THIS



- f. Where previous renovations have added nonconforming signs or other inappropriate elements, all such signs are to be removed, and serious consideration should be given to removal of other extraneous elements prior to design of new signs.

THIS



NOT THIS



- g. Sign colors should be limited in number and should be compatible with building facade.

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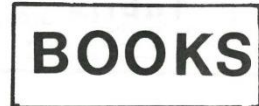


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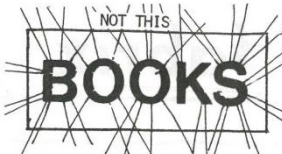


- h. Sign illumination shall not be of high intensity; emphasize the message, not the lights.

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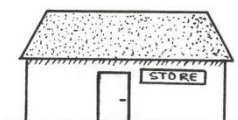


- i. Consider landscaping to make your sign more attractive.

THIS



NOT THIS



THE PROCESS AT WORK

The following examples demonstrate the results of applying these design guidelines:

Face Signs

A maximum of 15% of the occupied section of the face of the building may be used for a face sign

Individual letters may be attached to the face of the building.



A face sign might enhance the architectural elements of a building.



Wording should be kept to a minimum. A sign should be dignified, yet not necessarily formal.



Free Standing Signs

As a substitute for a face sign, this alternative serves to preserve the integrity of a building façade. Maximum size for a free standing sign is 20 sq ft per side with a maximum height of 6' and a 5' set back.

A decorative post and an attractive, shape makes for an effective identification.



A simple use of a symbolic are conveys the type of business conducted within.



Window Signs

In many instances, a display window may be an excellent location for a store's identification sign. This is a very effective method for preserving the integrity of a building's façade, and is easy read by pedestrians.



Pedestal Signs

Pedestal signs with a maximum height of 16 ft serve to identify a business center, plaza or industrial park.

Directory Signs

A free standing director sign may be used in addition to the pedestal sign identifying the occupants of a business center, plaza or industrial park.



Sample Application Form to be completed

(This application is on our website www.orchardparkvillage.org)

VILLAGE OF ORCHARD PARK NON-RESIDENTIAL/ MULTIFAMILY DWELLING & ACCESSORY USE BUILDING PERMIT APPLICATION

Complete this application, attach all required submittals and return with the required fee. The work requested by this application requires Planning Board Approval. The next Planning Board meeting is _____ at 7:00 pm. The deadline for the completed application with the required submittals and fee is _____ at 12:00 noon. Contact the Village office for meeting dates. The Code Enforcement Official will review this application to determine if the application can be placed on the Planning Board agenda or if a variance is required. See Additional Information.

IT IS A VIOLATION OF THE ORCHARD PARK MUNICIPAL CODE TO PROCEED WITH ANY WORK BEFORE THIS PETITION IS APPROVED BY THE CODE ENFORCEMENT OFFICIAL.

A BUILDING PERMIT APPLICATION WILL NOT BE MARKED AS RECEIVED UNTIL ALL FEES ARE PAID

INFORMATION

Property Address: _____
NAME: (Property Owner) _____ Phone #: _____
Owner Mailing Address: _____
NAME: (Occupant) _____ Phone #: _____
NAME: (Applicant) _____ Phone #: _____
Applicant Mailing Address: _____ Email: _____
NAME: (Contractor) _____ Phone #: _____
Contractor Mailing Address: _____
Name: Licensed Design Professional - (if required) _____ Phone #: _____
Licensed Design Professional Mailing Address: _____
Application is made for permission to: _____
Construction Type: _____ Estimated value of work exclusive of land: (\$): _____
Size of proposed structure (feet): wide: _____ deep: _____ high: _____ area: (sf) _____
Feet from lot lines: front: _____ back: _____ left: _____ right: _____

VILLAGE USE ONLY SBL # _____

SUBMITTALS - check boxes and attach the requested # of copies to the Building Permit Application

☐ Survey/Map (if required) ☐ Not Required

If the requested work will excavate, disturb, penetrate, uncover or cover any soil, a survey or site plan showing the location of the requested work must be submitted. The existing and/or intended storm drainage system must be shown. This action is necessary to either improve the existing drainage system or if the requested work will affect the existing drainage system.

☐ "Dig Safely New York" ☐ Not Required

If the requested work will excavate, disturb, penetrate, uncover or cover any soil, "Dig Safely New York" must be notified by the contractor or property owner @ 1-800-962-7962 so all utility owned underground equipment can be properly located. The actions required by "Dig Safely New York" must be taken before any work can begin. Privately owned utility equipment will not be located by this action. The "Dig Safely New York" ID # must be listed on the application: ID # _____

☐ Construction Drawings/Information (if required)

Construction drawings and/or information specific to the requested work must be submitted in order for a determination to be made that such work is compliant with the applicable codes of New York State and the Village of Orchard Park. Information will be accepted for manufactured items such as a fence, fireplace insert or a shed. Construction drawings are required for work that involves construction and shall list all the necessary features required by the NYS Building Code. Requested work not covered by the Building Code shall be designed by a licensed design professional in accordance with the NYS Building Code. Drawings that show requested work covered by the Building Code as well as drawings for requested work in which the value exceeds \$10,000 shall be stamped by a licensed design professional.

☐ Contractor's Worker's Compensation and Disability Insurance

Submit one form from each category for each contractor. "Accord" forms will not be accepted.

Worker's Compensation Insurance Form C-105.2 U25.3 SI-12 GSI-105.2

Disability Insurance Form DB120.1 DB-820/829 DB-155

Note: The Owner/Occupant of a single, two, three or four family dwelling may use form BP-1 for work to be performed by the Owner/Occupant. BP-1 forms are available upon request.

Fee - A BUILDING PERMIT APPLICATION WILL NOT BE MARKED AS RECEIVED UNTIL ALL FEES ARE PAID

Receipt is hereby acknowledged of the sum \$ _____ being the permit application fee established by the Village Board and

as listed below. Receipt # _____

Village Clerk _____ Date _____

7/2020 H:Excel/Forms

PROPERTY OWNER RESPONSIBILITIES

For and in consideration of the granting of the permit hereby petitioned for, the applicant does agree to exercise such permission in strict accordance with the conditions listed below:

1. To comply with the terms of the permit, the New York State Fire Prevention and Uniform Building Code, the Village of Orchard Park Municipal Code, the rules and regulations of the Erie County Sewer District #3 and all rules and regulations of the various departments of the Village.

2. To give full notification to the Code Enforcement Official for inspections: (1) work site prior to the issuance of a Building Permit; (2) footing and foundation; (3) preparation for concrete slab; (4) framing; (5) building systems, including underground and rough in; (6) fire resistance construction; (7) fire resistance penetrations; (8) solid fuel burning heating appliances, chimneys, flues or gas vents; (9) Energy Code compliance; and (10) a final inspection after all work authorized by the Building Permit has been completed and (11) any Special Inspections required by the NYS Fire Prevention and Uniform Building Code.

3. Upon completion of all authorized work, a Certificate of Occupancy will be issued. It is unlawful to use any structure in whole or in part for any purpose whatsoever until a Certificate of Occupancy has been issued.

4. To supply such other information as the Code Enforcement Official, the Board of Appeals, the Planning Board or the Village Board may require.

5. No person shall make any change in plans herewith submitted or specifications herein contained, or in the structural part of the building without written consent of the Code Enforcement Official.

PROPERTY OWNER'S ACKNOWLEDGEMENT OF RESPONSIBILITIES

For and in consideration of the granting of the permit hereby petitioned for, the applicant does agree to exercise such permission in strict accordance with the conditions listed above:

PROPERTY OWNER'S SIGNATURE: _____

APPROVALS

Building Department _____

I do certify that I have examined the foregoing petition and submittals for the above action, that the same are satisfactory and conform to the applicable codes.

Conditions: _____

Code Enforcement Official _____ Date _____

Department of Public Works (if required) _____

I do certify that I have examined the foregoing petition for the action and that the same meets the specifications of the Dept. of Public Works.

Conditions: _____

Manager of Public Works _____ Date _____

Planning Board Approval (if required) _____

Conditions: _____

Planning Board Chairman _____ Date _____

Zoning Board of Appeals Approval (if required) _____

Conditions: _____

Zoning Board of Appeals Chairman _____ Date _____

EXCERPTS FROM THE VILLAGE SIGN ORDINANCE

(Full ordinance may be found on www.orchardparkvillage.org)

225-18 Signs.

A. Permit required; fees.

(1) Except as hereinafter provided, no person shall erect, alter, construct, relocate or cause to be erected, altered, constructed or relocated any sign without first having obtained a building permit for a sign from the Code Enforcement Official.

(2) Fees shall be paid before a permit may be issued as prescribed in Ch. A232, Fees

C. General requirements.

(1) Permit number. Each sign shall have the number of the permit marked on its face in a permanent manner.

(2) Permitted sign copy. A sign may contain any or all of the following: the name and/or nature of the business, the primary goods sold or the services rendered on the premises, address and/or phone number. Signs not advertising a business conducted, service rendered or the primary goods sold are prohibited.

(3) Design standards.

(a) Sign colors should be limited in number and compatible with the building facade.

(b) The sign should serve to define or enhance the architectural elements of the building, not obscure or obliterate them.

(c) Signs should be consolidated and evidence restraint and simplicity.

(d) Sign graphics should reflect simplicity, neatness and minimum wording.

(e) Where previous renovations have added nonconforming signs or other inappropriate elements, all such signs are to be removed and serious consideration should be given to removal of other extraneous elements prior to design of new signs.

(4) Illuminated sign. Except where the premises which the sign advertises, is open for business, no sign shall be illuminated after 12:00 midnight.

(5) Bulletin board. One church, school or other exterior institutional bulletin board is permitted, not to exceed 20 square feet in area. No permit shall be required.

(6) Total signage. The total signage areas for building face signs, permanent window signs, freestanding signs and projecting signs is not to exceed the permitted building face sign area.

D. Prohibited signs. The following signs are prohibited:

(1) Revolving, moving, flashing, blinking signs or signs that appear to be in motion.

(2) Political signs; provided, however, political signs may be erected on a building designated as "party headquarters" for a recognized party. Such political signs may be erected not more than 60 days prior to the election and must be removed within five days after the election. No sign permit shall be required for such signs.

(3) Fluttering banners or strings of lights not part of a sign; provided, however, nothing herein shall be construed to prohibit the decoration of any premises for any national holiday or religious or holiday season.

(4) Signs attached to light standards or utility poles or placed on public property or placed on public rights-of-way.

(5) Illuminated tubing restriction. Illuminated tubing, not used in the construction of a conforming electrical sign and which outlines a building, fence or other similar structure or part thereof measuring more than 20 linear feet or 20 square feet enclosing any area, may not be erected so as to be visible from any public or private drive, street, highway or shopping center.

(6) Roof signs.

(7) Trailer signs.

F. Business and industrial signs. Signs in business and industrial districts are permitted as follows:

(1) Building face signs.

(a) Location. Signs shall be permitted on any side of any building and may be attached to the side of the building or applied thereto but not painted thereon, provided that such signs shall not project more than 12 inches from the side of the building and do not extend beyond the wall at any corner.

(b) Size.

[1] A face sign on the front of a building shall not exceed 25 square feet or 15% of the building face of the floor occupied, including areas occupied by doors and windows, whichever is greater.

[2] Signs on each additional face shall not exceed 50% of the permitted front signage, provided further that no sign shall exceed 10% of the face to which it is attached.

(2) Freestanding signs.

(a) Location. One freestanding sign shall be permitted and shall be set back at least five feet from any road or street right-of-way line or public walkway. Where a business district abuts a residential district, any sign shall be set back at least 15 feet from this side line. No sign shall interfere with the visibility from any driveway at its intersection with a public highway.

(b) Size. There shall be no more than two display surfaces, each of which shall not exceed 20 square feet.

(c) Only one freestanding sign shall be permitted per lot of record.

(a) Location. Such signs shall be set back at least five feet from any road or street right-of-way line or public walkway. Where a business district abuts a residential district, any such sign shall be set back at least 15 feet from this side line. No sign shall interfere with the visibility from any driveway at its intersection with a public highway.

(b) Size. One pedestal sign not exceeding 40 square feet in total surface area of any one surface or 80 square feet in area of all surfaces shall be permitted. Only one pedestal sign shall be permitted in each business center, subject to all other restrictions relating to pedestal signs.

(c) Restriction. Pedestal signs shall be used only for business centers, plazas or industrial parks for identification purposes.

H. Temporary and special purpose signs.

(2) Banners. No banner shall be displayed over any sidewalk, street, or highway except upon direction of the Village Board. A public liability bond or policy in a reasonable sum to be determined by the Village Board shall be furnished for each banner which extends across a sidewalk, street or highway. Such banner must be securely fastened to buildings or structures.

(4) Construction signs. Construction signs displaying the name of the architect, engineer, principal contractor, and other participants engaged in the work of constructing a building or structure, as well as a sign announcing the purpose of the building or structure for which a building permit has been issued and has not expired, may be permitted as follows:

(7) A sandwich sign may be placed in front of a business in a B-1 or B-2 Zone during business hours. The content of the sandwich sign must be relevant to business. Such a sign must not obstruct a sidewalk or the normal pedestrian path of travel. (See definition of "sandwich sign" in § **225-5**.)

Conclusion

This handout has been prepared by the Village of Orchard Park to help outline the design review process for signs in commercial zones. The Code Enforcement Officer and the Village Planning Board are available to assist you and answer any questions you may have regarding signs at your location. The Village Planning Board is confident that an improved visual environment in the Village's commercial areas is an asset for the individual business as well as for the entire community. We encourage you to use this handout and welcome your comments on how we can further assist you.

Village of Orchard Park
Code Enforcement Office
4295 South Buffalo St
Orchard Park, New York 14127
716-662-9327
buildinginspector@orchardparkvillage.org