CITY OF SARATOGA SPRINGS

DESIGN REVIEW COMMISSION

City Hall - 474 Broadway
Saratoga Springs, New York 12866
Tel: 518-587-3550 x.515 fax: 518-580-9480
www.saratoga-springs.org

[FOR OFFICE USE]

_____
(Application #)

_____
(Date received)

ARCHITECTURAL / HISTORIC REVIEW APPLICATION

	APPLICANT(S)*	OWNER(S) *(If not applicant)*	ATTORNEY/AGENT
Name	23rd and Fourth	130 Excelsior LLC	Adirondack Sign Company
Address	130 Excelsior Ave	18 Division Street Suite 40	72 Ballston Ave
		Saratoga Springs, NY 12866	Saratoga Springs, NY 12866
Phone	[redacted]	/	[redacted]
Email	[redacted]		

Identify primary contact person: ☐ Applicant ☐ Owner ■ Attorney/Agent

* An applicant must be the property owner, lessee, or one with an option to lease or purchase the property in question.

Applicant's interest in premises: ☐ Owner ■ Lessee ☐ Under option to lease or purchase

PROPERTY INFORMATION

Property Address/Location: 130 Excelsior Ave Tax Parcel #: 166 . 4 - 33 - ____
(*for example: 165.52 – 4 – 37*)

Current Zoning District: T-5 Property use: ☐ Residential ■ Non-residential/mixed-use

Type of Review: ■ Architectural ☐ Historic ☐ Extension/modification (of current approval)

Summary description of proposed action:

Fabrication and installation of 30" x 120" Lit building signage. Push Through lit acrylic lettering with LEDs inside a flat sign box.

Background will be black opaque and dibond back panel will have inverted corners with white border.

This will be mounted using stainless fasteners into mortar joints.

Has a previous application been filed with the DRC for this property? ■ No ☐ Yes – date(s)? _____

- App. No.(s)? _____

APPLICATION FEE (payable to "Commissioner of Finance"):

Residential Structures (principal, accessory)	$25	Non-residential / mixed-use structures (principal)	$300
Residential approval – extension	$25	Non-residential signs, awnings, accessory structures	$100
Residential - administrative action	$25	Non-residential approval – extension	$100
		Non-residential - administrative action	$100

A "complete" application consists of **2 hard copies (1 original) , and 1 electronic copy of application & ALL other materials as required below:

New Construction / Additions

- ☐ Color photographs showing site/exterior details of existing structures and adjacent properties
- ☐ Site plan, drawn to scale, showing existing & proposed construction, property lines & dimensions, required & proposed setbacks & lot coverage, site features (fences, walks, trees, etc.); on no larger than 2'x3' sheet – smaller preferred if legible
- ☐ Elevation drawings showing design of all sides of existing & proposed construction – label dimensions, colors, materials, lighting (fixture & lamp type, wattage), etc. - include compass bearing & scale; no larger than 2'x3' sheet – smaller permitted if legible
- ☐ Floor plans for proposed structure; on sheet no larger than 2'x3' – smaller permitted if legible
- ☐ Product literature, specifications and samples of proposed materials and colors

Change in exterior building materials (windows, doors, roof, siding, etc.), or color (in non-residential districts only)

- ☐ Color photographs showing site/exterior details of existing structures and that illustrate affected features
- ☐ Elevation drawings showing all sides of existing & proposed construction – label dimensions, colors, materials, lighting (fixture & lamp type, wattage), etc. - include compass bearing & scale; no larger than 2'x3' sheet – smaller permitted if legible
- ☐ Product literature, specifications and samples of proposed materials and colors

Within front yard setbacks in Historic Districts only (Front setbacks: UR-1 & INST-HTR=30'; UR-4=25'; UR-2, UR-3 & NCUD-1=10')

- Installation, removal or change in material of drive- and walkways
- Installation or removal of architectural, sculptural or vegetative screening over 3' in height
- Installation of accessory utility structures or radio/satellite transmission/reception devices (more than 2' diameter)

For any of above:

- ☐ Color photographs showing site/exterior details of existing structures, and of adjacent properties
- ☐ Site plan showing existing & proposed construction: include property lines & dimensions, required & proposed setbacks & lot coverage, site features (fences, walks, trees, etc.) street names, compass bearing & scale; no larger than 2'x3' sheet – smaller preferred if legible
- ☐ Product literature, specifications and samples of proposed materials and colors

Signage / Awnings

- ■ Color photographs showing site/exterior details of existing structures, and adjacent properties
- ■ Plan showing location of proposed sign/awning structure on building/premises: no larger than 11"x17"
- ■ Scaled illustration of proposed sign/awning structure and lettering (front view & profile): include all dimensions of structure; type, dimensions and style of lettering or logo; description of colors, materials, mounting method and hardware
- ■ Descriptions, specifications of proposed lighting including fixture & lamp type, wattage, mounting method, and location
- ■ Product literature, specifications and samples of proposed materials and colors

Demolition

- ☐ Color photographs showing site/exterior details of existing structures, and of adjacent properties
- ☐ Site plan showing existing and any proposed structures - include dimensions, setbacks, street names, compass bearing, and scale
- ☐ Written description of reasons for demolition and, in addition:
  - ☐ For structures of "architectural/historical significance", demonstrate "good cause" why structure cannot be preserved
  - ☐ For structures in an architectural district that might be eligible for listing on National Register of Historic Places, or for a "contributing" structure in a National Register district (contact City staff), provide plans for site development following demolition - include a timetable and letter of credit for project completion

Telecommunication facilities

- ☐ Color photographs showing site/existing structures, and of adjacent properties
- ☐ Site plan showing existing and proposed structures: include dimensions, setbacks, street names, compass bearing, and scale
- ☐ Scaled illustration of proposed structures: include all dimensions; colors, materials, lighting, mounting details
- ☐ Consult Article 240-12.22 of the City's Zoning Ordinance and City staff to ensure compliance with requirements for visual impact assessment and existing and proposed vegetative screening

Request for extension of current approval

☐ Identify date of original DRC approval: _____Current expiration date: _____ Org. App. No. _____
☐ Describe why this extension is necessary and whether any significant changes have occurred either on the site or in the neighborhood.

SEQR Environmental Assessment Form

☐ Applicants proposing the following must complete "Part I" of the SEQR Short Environmental Assessment Form (available here: http://www.dec.ny.gov/docs/permits_ej_operations_pdf/seafpartone.pdf):

- Construction or expansion of a multi-family residential structure (4 units +)
- Construction or expansion (exceeding 4,000 sq. ft. gross floor area) of a principal or accessory non-residential structure
- Telecommunications facility, radio antennae, satellite dishes
- Demolition

Disclosure

Does any City officer, employee or family member thereof have a financial interest (as defined by General Municipal Law Section 809) in this application?

■ No ☐ Yes - If yes, a statement disclosing the name, residence, nature, and extent of this interest must be filed with this application.

Certification

I/we, the property owner(s), or purchaser(s)/lessee(s) under contract, of the land in question, hereby request an appearance before the Design Review Commission.

By the signature(s) attached hereto, I/we certify that the information provided within this application and accompanying documentation is, to the best of my/our knowledge, true and accurate. I/we further understand that intentionally providing false or misleading information is grounds for immediate denial of this application.

I/we hereby authorize the members of the Design Review Commission and designated City staff to enter the property associated with this application for purposes of conducting any necessary site inspections relating to this application.

Furthermore, I/we agree to meet all requirements under Article VII for Historic Review or Article VIII for Architectural Review of the Zoning Code of the City of Saratoga Springs.

_____ Date:_____
(applicant signature)

_____ Date:_____
(applicant signature)

If applicant is not the currently the owner of the property, the current owner must also sign.

Owner Signature: _____ Date:_____

Owner Signature: _____ Date:_____

FOR OFFICE USE ONLY

This application has been reviewed by the Zoning Enforcement Officer and is being forwarded to the Commission.

Signature: _____ Date: _____

Additional Comments: _____

_____

_____

_____

_____

_____

_____

_____

_____

DRC

SEQR Environmental Assessment Form (attached)

☐ Applicants proposing the following must complete "Part I" of the attached SEQR Short Environmental Assessment Form:
- Construction or expansion of a multi-family residential structure (4 units +)
- Construction or expansion (exceeding 4,000 sq. ft. gross floor area) of a principal or accessory non-residential structure
- Telecommunications facility, radio antennae, satellite dishes
- Demolition

Applicant / Owner Disclosure and Signature

Does any City officer, employee or family member thereof have a financial interest (as defined by General Municipal Law Section 809) in this application? ☒ No ☐ Yes - If yes, a statement disclosing the name, residence, nature, and extent of this interest must be filed with this application.

I, the undersigned, the owner, purchaser under contract, or lessee of the property, hereby request approval by the Design Review Commission for review approval relating to the above-identified property. I agree to meet all requirements under Article VII for Historic Review or Article VIII for Architectural Review of the Zoning Code of the City of Saratoga Springs.

Signature: Paul Lambert Date: _____

If applicant is lessee, owner must also sign.

Signature: James M Lang Date: 9/29/16

FOR OFFICE USE ONLY

This application has been reviewed by the Zoning Enforcement Officer and is being forwarded to the Commission.

Signature: _____ Date: _____

Additional Comments: _____

30” x 120”

Black opaque background with White acrylic LED illuminated push thru letters

This proof is not submitted for color approval or print quality. Please proof read carefully upon receipt. Colors viewed on monitors may vary slightly from actual colors in final production. If color critical, please provide accurate color samples (ie: pantone, paint swatches, etc.) Signed proofs indicate review and acceptance of the proof. Once proof is signed and returned with approval, we are not responsible for any discrepancies regarding color, spelling or materials used in production.

PROOFS MUST BE SIGNED AND RETURNED VIA EMAIL OR FAX BEFORE PROCEEDING

ADIRONDACK SIGN COMPANY
72 Ballston Ave., Saratoga Springs, NY 12866
[redacted]
www.AdkSignCo.com

Customer: 23rd and Fourth
Project Name: Building Sign - Excelsior
Designer: RD
Date: 9/8/16
Rev Date: 9/19/16

Approved As Is: _____
Signature/Date

Approved with Corrections;
no further proof needed: _____

Revisions Required; New proof needed: _____

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