HISTORIC LANDMARK COMMISSION

AUGUST 22, 2011

APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS C14H-1986-0008

Scarbrough Building 522 Congress Avenue

PROPOSAL

A comprehensive sign package consisting of 8 signs for Brooks Brothers, going into the ground floor of the Scarbrough Building.

PROJECT SPECIFICATIONS

The applicant proposes the installation of the following signs:

1. Awnings: The applicant proposes the installation of three retractable awnings on the 6th Street side of the building and three retractable awnings on the Congress Avenue side of the building. Each awning will be constructed of navy blue sunbrella fabric on an aluminum frame. Each awning will have signage for Brooks Brothers in the company's logo script, and will measure 33.5 inches wide by 7 inches tall, for a total of 1.63 square feet.

NOTE: The Committee recommended against the awnings; at the time of writing the staff report, staff has not yet received the revised application.

- 2. Door signs: The applicant proposes a metal sign above the set of 4 doors on both Congress Avenue and 6th Street. Each sign will read "Brooks Brothers" and will be 11 feet wide by 8 inches tall for a total of 7.3 square feet. Lighting will be backlit behind the letters.
- 3. Window signs: The applicant proposes to install vinyl letters in each store window, reading "Brooks Brothers" with the company logo above. Each set of window signs consists of the letters for Brooks Brothers, measuring 1.63 square feet and the company logo, measuring .26 square feet, or 37.4 square inches. The total area of the window signs (letters and logo) is 1.89 square feet. The letters will adhere to the window glass and be located in the bottom portion of each store window. Colors are shiny brass and black.
- 4. Blade signs: The applicant proposes to reface the existing blade signs on Congress Avenue and 6th Street with the name and logo of Brooks Brothers. The blade signs are part of the comprehensive sign program approved by the Commission for this building.

NOTE: The Committee recommended that instead of the awnings, an additional blade sign on the 6th Street elevation of the building would be more appropriate.

5. Plaque: The applicant proposes the installation of a plaque on each of the corner posts of the building, reading "Brooks Brothers" Established 1818". Each cast metal plaque will be 1,17 square feet.

NOTE: The applicant has dropped the request for the cast plagues.

STANDARDS FOR REVIEW

The Commission's Standards for Review of applications for signs include:

C. WINDOW SIGNS

LOCATION

A window sign may be painted on or hung just inside a window.

SIZE

The maximum area of a window sign may not exceed 20% of the window or 8 square feet, whichever is the lesser amount.

D. AWNING SIGNS

An awning sign may be woven, sewn, or painted onto the fabric of an awning. A panel sign painted or mounted on the edge of a rigid canopy also shall be considered an awning sign.

SIZE

- The maximum area of an awning sign may not exceed 20% of the awning panel, or 8 square feet, whichever is the lesser amount.
- Develop a master sign plan for the entire building front and coordinate signage for different businesses within the same building.
- Locate a sign on a building to emphasize design elements of the façade. In no case should a sign obscure architectural details or features.
- Mount signs to fit within existing architectural features. Signs should help reinforce the horizontal lines of moldings and transoms seen along the street.
- The total area of all sign faces on a façade module may not exceed 20 square feet.

Awning signs: The applicant proposes 1.63 square feet of signage on each of the 6 awnings. The Commission's sign guidelines authorize a maximum of 8 square feet per awning sign. The 6 proposed awning signs would total 9.78 square feet of signage on the awnings.

Window signs: The applicant proposes 1.89 square feet of signage in 8 windows on the Congress Avenue façade and in 4 windows on the 6th Street façade, for a total of 22.68 square feet. The Commission's guidelines authorize a maximum of 8 square feet per window sign. The applicant proposes 22.68 square feet of window signage; the total authorized by the guidelines is 96 square feet for all 12 windows.

Blade signs: The applicant proposes to re-face the existing blade signs with its own logo. The blade signs are part of a master plan for signage on the building.

Plaque signs: The applicant proposes two plaques for the corner posts of the building, each will be 1.17 square feet, for a total of 2.34 square feet.

Total number of signs and square footage: The applicant proposes 3 awning signs, 8 windows signs, 1 blade sign and 1 plaque on the Congress Avenue façade of the building, for a total of 13 signs. The applicant proposes 3 awning signs, 4 window signs, 1 blade sign, and 1 plaque on the 6th Street façade of the building, for a total of 9 signs. The total square footage on the Congress Avenue façade will be 21.18 square feet, not including the re-faced blade sign. The total square footage on the 6th Street façade will be 8.73 square feet, not including the re-faced blade sign. The Commission's sign guidelines call for a maximum of 20 square feet per façade module and limiting the number of signs to 1 per façade module.

COMMITTEE RECOMMENDATIONS

The applicant presented the sign package to the Committee on August 8, 2011. The Committee recommended against all awnings, as they will obscure the Art Deco metal panels at the windows and are not appropriate to the Art Deco style of the ground floor of the building. The Committee recommended an additional blade sign in the style already established for the building on the 6th Street elevation instead of the awnings. The

Committee recommended against the plaques, and were fine with the blade signs, window signs, and door signs.

STAFF RECOMMENDATION

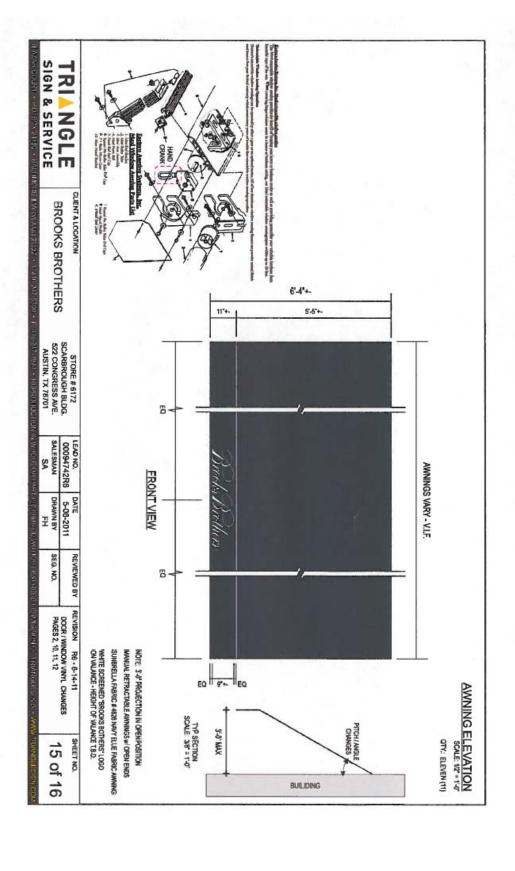
Staff supports the Committee's recommendations.

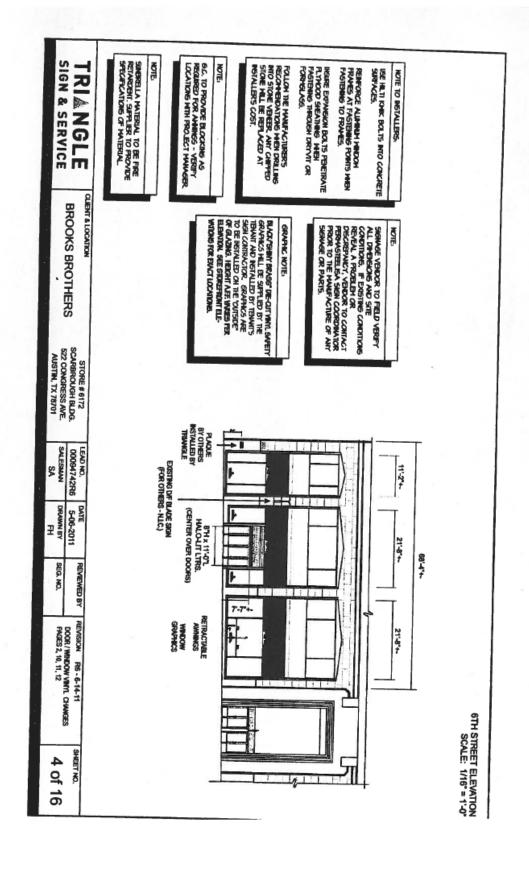
The number of signs proposed appears to exceed the Commission's guidelines, but follow the spirit of the guidelines in providing store identification through window signs, which do not become a permanent (or even semi-permanent) feature of the building. The size, lighting, and placement of each sign is appropriate, and traditional for a retail store in a large downtown space and building.

Scar brough Building

			44 - 1986 70006		
749		2 DATE OF STATE OF ST			
Anning		APPLICATION FOR APPROVAL C	F A SIGN IN NATIONAL REGISTER DISTRICTS		
120	11.34		TY HISTORIC LANDMARK		
			reach proposed sign on building or site)		
	ADDR	DICHPO RESS of Proposed Sign: <u>522 Congra</u>	ess Ave Date of Application: 6-17-11		
	APPL	ICANT: BEOOKS Brothers	SIGN COMPANY:		
	Name	g Address: 123 Day Hill Rd	Name: <u>LEWIS SIGN</u> Majling Address: PO Box 1665		
		d sore CT zip Code: 06095	Buda TX Zip Code: 78610		
		2: 860 1298-2002	Phone: (5/2) 3/2 -4555		
	Fax:	(860) 602-1012	Fax: (512) 312 - 4551		
	SIGN	TYPE:			
	F	lush mountedProjecting (Blade)	WindowVAwningDirectoryFree-standing		
		OF SIGN: Height: Width: 6	0 -		
		RIALS AND FINISH OF SIGN: SUNDrella			
	SIGN	colors: Navy 4626 with	white screen printed lettering		
	TYPE	OF LIGHTING: NONE	METHOD OF INSTALLATION: bolt to wall		
	SIGN CONTENT (Include name of establishment, size of letters, size of logo): / the St elevation				
			6 21 ELEVATION		
	SUMI	FORM TO CITY HISTORIC PRESERVATION C AT LEAST 10 DAYS PRIOR TO HISTORIC LAN	OFFICE, 4 TH FLOOR, ONE TEXAS CENTER, 505 BARTON SPRING IDMARK COMMISSION MEETING WITH <u>ALL</u> OF THE FOLLOWING		
	1.	One color depiction of the sign itself on 8 $\frac{1}{2}$ x of the sign (height, width and depth), as well as	11" paper showing the design, colors, materials, and ALL dimensions mounting detail (unless using existing mounting).		
	2.	dimension of the building walls and lighting (if of bracket proposed, the distance from the bott	showing the exact placement of the sign on the building, the included). PROJECTING and AWNING SIGNS: Also show the type om of the sign to the sidewalk, and the width of the sidewalk at the Also include a dimensioned site layout showing the proposed		
C14H-1986-0008 Scarbrough Building 522 Congress Avenue			onship to other buildings and landscape features.		
	3.	\$24fm *** 10 fm	here sign is proposed, including close-up of proposed sign location.		
	4.	Paint chip or surface finish sample for all propo	그는 그들이 그렇지 그리고 하는 그리고 있었다. 그는 그는 그는 그는 그는 그는 그리고 있다면 그		
		For buildings with multiple tenants, signage apprintment, include a drawing(s) and/or photos to	olications must include overall signage plan for building. At a o show all proposed/existing signage for each exterior building façade		
	NLY	COMPLETED APPLICATIONS WITH ALL REQ	UIRED EXHIBITS CAN BE ACCEPTED AND REVIEWED.		
	onat	ure of Property Owner/Agent (Required)	Signature of Applicant (Required)		
	inte	d name and address of property owner/agent:	Signature of Applicati (Nequireu)		
gh B	T- 1	a completed by City Staff NIDUD CO.	Date Pessived:		
non	Adm	e completed by City Staff: NRHD COA inistrative Approval: Yes No	Date Approved:		
C14H-1986-0008 Scarbrough Buile 52 Congress Av	HLC	Hearing Date:	Disposition: Approved Disapproved		
C1 Scs 522					

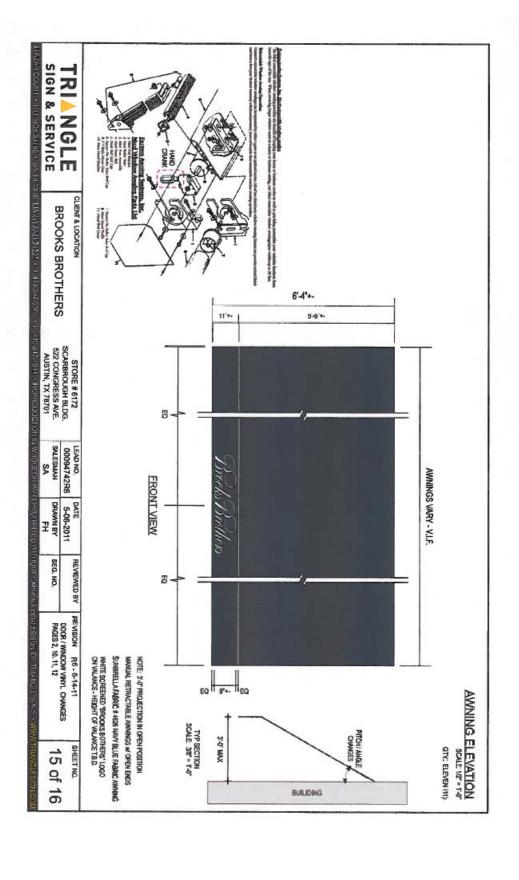
Revised June 30, 2002



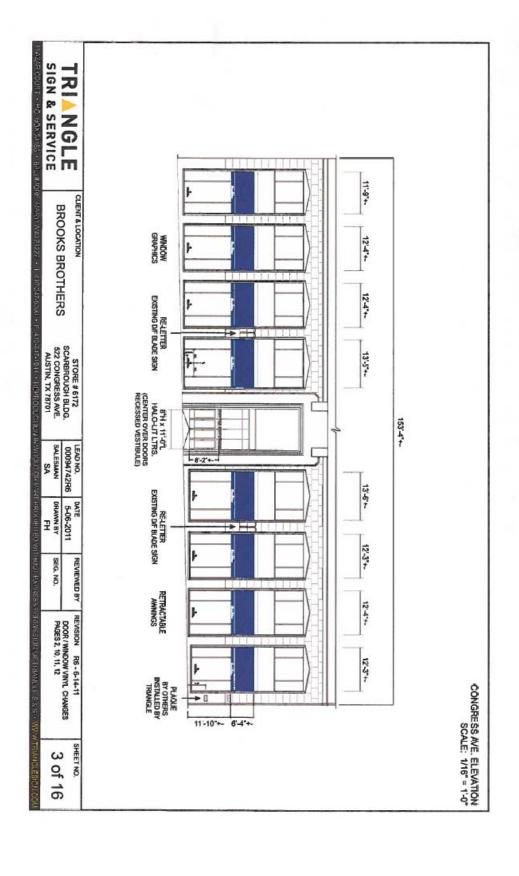


MALL	OR FOR A CITY HISTORIC LANDMARK
	(Separate form required for each proposed sign on building or site)
	ADDRESS OFFICE Date of Application: 6-17-11
	APPLICANT: SIGN COMPANY: Name: Brook's Brothers Name: Lewis Sign
	Mailing Address: 123 Day Hill Rd Mailing Address: PO Box 1665
	Windsor, CT Zip Code: 06095 Buda, Tx Zip Code: 28610
	Phone: (960) 298-2602 Phone: \$72) 312-4555
	Fax: (860) 602-1017 Fax: (512) 312-4557
	SIGN TYPE:Flush mountedProjecting (Blade)Window \(\bigvee Awning \)DirectoryFree-standing
	SIZE OF SIGN: Height: Vanes Width: 6'4" Depth: 3' Total sign area: sq. ft.
	MATERIALS AND FINISH OF SIGN: SUN brella fabre + aluminum
	SIGN COLORS: #4626 NAVY BLUE + white screened printed
	TYPE OF LIGHTING: NOWE METHOD OF INSTALLATION: bolt Wall
	SIGN CONTENT (Include name of establishment, size of letters, size of logo): Congress Ave Elevations BROOKS BLOTHING Lettering 13 white screened
	SUMIT FORM TO CITY HISTORIC PRESERVATION OFFICE, 4 ^{1H} FLOOR, ONE TEXAS CENTER, 505 BARTON SPRINGS ROAD AT LEAST 10 DAYS PRIOR TO HISTORIC LANDMARK COMMISSION MEETING WITH <u>ALL</u> OF THE FOLLOWING:
	 One color depiction of the sign itself on 8 ½" x 11" paper showing the design, colors, materials, and ALL dimensions of the sign (height, width and depth), as well as mounting detail (unless using existing mounting).
	One dimensioned drawing on 8 ½" x 11" paper showing the exact placement of the sign on the building, the dimension of the building walls and lighting (if included). PROJECTING and AWNING SIGNS: Also show the type of bracket proposed, the distance from the bottom of the sign to the sidewalk, and the width of the sidewalk at the proposed location. FREE-STANDING SIGNS: Also include a dimensioned site layout showing the proposed placement of the sign on the site and its relationship to other buildings and landscape features.
	 Color photographs showing building and site where sign is proposed, including close-up of proposed sign location.
	 Paint chip or surface finish sample for all proposed sign surfaces.
	 For buildings with multiple tenants, signage applications must include overall signage plan for building. At a minimum, include a drawing(s) and/or photos to show all proposed/existing signage for each exterior building façade.
	LY COMPLETED APPLICATIONS WITH ALL REQUIRED EXHIBITS CAN BE ACCEPTED AND REVIEWED.
	nature of Property Owner/Agent (Required) Signature of Applicant (Required)
w ≅	nted name and address of property owner/agent:
oo ildin ivenu	To be completed by City Staff: NRHD COA Date Received:
rbrough Building Congress Avenue	Administrative Approval: Yes No Date Approved: HLC Hearing Date: Disapproved Disapproved
rbrough Building Congress Avenue	eviced June 30, 2002

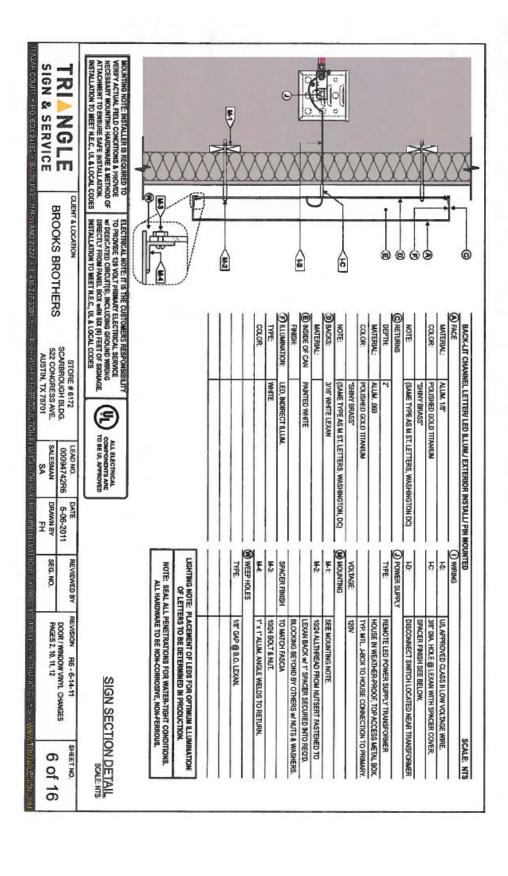
C14H-1986-0008 Scarbrough Buildir 522 Congress Aven



	Letters					
Ri	APPLICATION FOR APPROVAL OF A SIGN IN NATIONAL REGISTER DISTRICTS OR FOR A CITY HISTORIC LANDMARK (Separate form required for each proposed sign on building or site)					
N	20 2011 PARISHES Dof Proposed Sign: 522 Congress Ave Date of Application: 6-17-11					
	APPLICANT: Name: Brooks Brothers Mailing Address: 123 Day Hill Rd Mailing Address: 10 Box 1665					
	Windsor, CT Zip Code: 06095 Buda, Tx Zip Code: 786/0					
	Flush mountedProjecting (Blade)WindowAwningDirectoryFree-standing					
	SIZE OF SIGN: Height: 8" Width: 11' Depth: Total sign area: 7.37 sq. ft. MATERIALS AND FINISH OF SIGN: Alustinan + Li Lustinan					
	SIGN COLORS: Brown + gold					
	TYPE OF LIGHTING: LED METHOD OF INSTALLATION: bolt thru wall					
	SIGN CONTENT (Include name of establishment, size of letters, size of logo): Congress Ave Elevation Brocks Brothers backlit letters over door					
	SUMIT FORM TO CITY HISTORIC PRESERVATION OFFICE, 4^{TH} FLOOR, ONE TEXAS CENTER, 505 BARTON SPRINGS ROAD AT LEAST 10 DAYS PRIOR TO HISTORIC LANDMARK COMMISSION MEETING WITH <u>ALL</u> OF THE FOLLOWING:					
	 One color depiction of the sign itself on 8 ½" x 11" paper showing the design, colors, materials, and ALL dimensions of the sign (height, width and depth), as well as mounting detail (unless using existing mounting). 					
	2. One dimensioned drawing on 8 ½" x 11" paper showing the exact placement of the sign on the building, the dimension of the building walls and lighting (if included). PROJECTING and AWNING SIGNS: Also show the type of bracket proposed, the distance from the bottom of the sign to the sidewalk, and the width of the sidewalk at the proposed location. FREE-STANDING SIGNS: Also include a dimensioned site layout showing the proposed placement of the sign on the site and its relationship to other buildings and landscape features.					
en B	 Color photographs showing building and site where sign is proposed, including close-up of proposed sign location. 					
	 Paint chip or surface finish sample for all proposed sign surfaces. For buildings with multiple tenants, signage applications must include overall signage plan for building. At a 					
	minimum, include a drawing(s) and/or photos to show all proposed/existing signage for each exterior building façade.					
	ONLY COMPLETED APPLICATIONS WITH ALL REQUIRED EXHIBITS CAN BE ASCEPTED AND REVIEWED.					
	Signature of Property Owner/Agent (Required) Printed name and address of property owner/agent: Signature of Applicact (Required) Printed name and address of property owner/agent:					
C14H-1986-0008 Scarbrough Building 522 Congress Avenue	To be completed by City Staff: NRHD COA Date Received: Administrative Approval: Yes No Date Approved: HLC Hearing Date: Disposition: Approved Disapproved					
C14H-1986-0008 Scarbrough Build 522 Congress Av	Revised June 30, 2002					



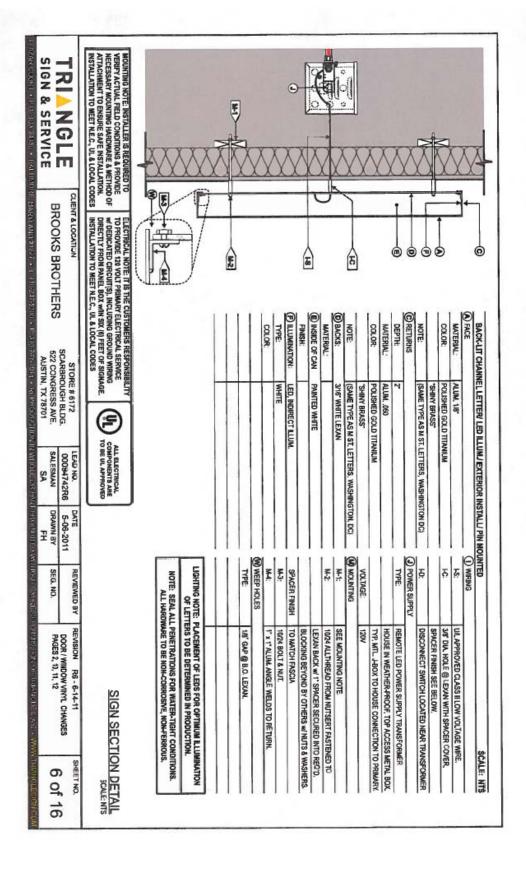
1424K COURT + RO BOX 21186 + HAD	SIGN & SERVICE	TRIANGIE	8*		
AZAK COLET - PO 150X 21186 - HALFIRDER ENARMAD 2020 F - 1-150 AF 5330 - F - 1-150 AF 5330	BROOKS BROTHERS	CLIENT & LOCATION	BROOKS BROTHERS		
-410-247-тем - кенкористом	522 CONGRESS AVE. AUSTIN, TX 78701	STORE # 6172	8		
We sto strough MI	SALESMAN	LEAD NO.	8		
A CHRISTICKA 13	DRAWN BY FH	0			
PHICH I ENVIRORS	SEG, NO.	REVIEWED BY	호 호		
SERVINE LAWRENCES SER	PAGES 2, 10, 11, 12	REVISION R6 - 6-14-11		SIG	STOREFRONT SIGN ELEVATION SCALE 1/2=1-0* QTY:: TWO (2)
With the ISET Provided AMM.	5 of 16	SHEET NO.		SIGNAREA: 8" x 132" = 7.3 SQ.FT.	SCALE VATION SCALE VIZ-11-0* QTY.: TWO (2)

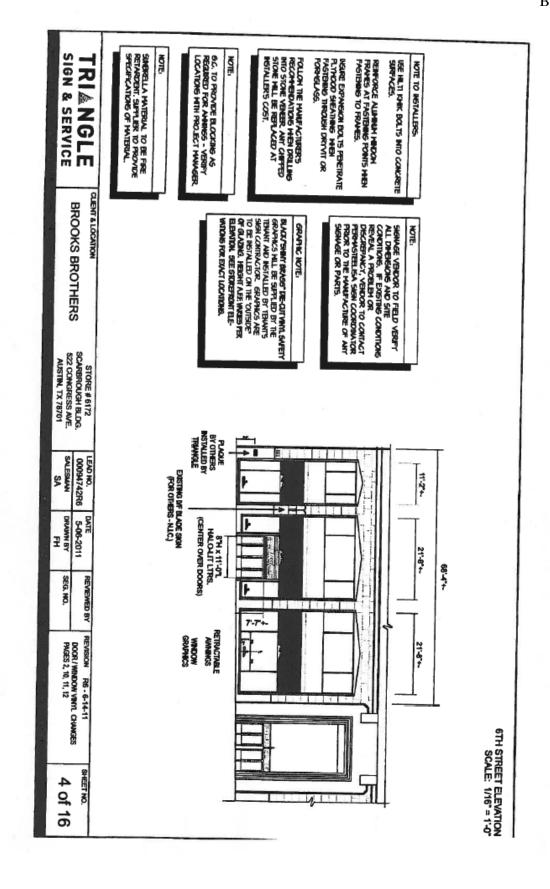


179the	APPLICATION FOR APPROVAL OF A SIGN IN NATIONAL REGISTER DISTRICTS OR FOR A CITY HISTORIC LANDMARK					
	(Separate form required for each proposed sign on building or site)					
JU	\$1 2045 CD					
NE	ADDRESS of Proposed Sign: 522 CONGRESS AVE Date of Application: 6-17-11					
	ARPLISAMEO SIGN COMPANY:					
	Name: Brooks Brothers Name: Lewis Sign					
	Mailing Address: 123 Day Hill Rd Mailing Address: PO Box 1665					
	WINDSON, CT Zip Code: 06095 Buda, Tx Zip Code: 28610					
	Phone: (860) 298-2002 Phone: \$72) 312-4555					
	Fax: (860) 602-1012 Fax: (512) 312-4557					
	SIGN TYPE:					
	Flush mountedi rojecting (Blade)WindowAwningDirectoryFree-standing					
	SIZE OF SIGN: Height: 8" Width: 11' Depth: Total sign area: 7.37 sq. ft.					
	MATERIALS AND FINISH OF SIGN: Aluminum + titum					
	SIGN COLORS: Brown + gold					
	TYPE OF LIGHTING: LED METHOD OF INSTALLATION: bolt thru well					
	SIGN CONTENT (Include name of establishment, size of letters, size of logo): 6th St. Elevation					
	BROOKS BROTHERS backlit letters over down					
	SUMIT FORM TO CITY HISTORIC PRESERVATION OFFICE, 4 TH FLOOR, ONE TEXAS CENTER, 505 BARTON SPRINGS ROAD AT LEAST 10 DAYS PRIOR TO HISTORIC LANDMARK COMMISSION MEETING WITH <u>ALL</u> OF THE FOLLOWING:					
	 One color depiction of the sign itself on 8 ½" x 11" paper showing the design, colors, materials, and ALL dimensions of the sign (height, width and depth), as well as mounting detail (unless using existing mounting). 					
	2. One dimensioned drawing on 8 ½" x 11" paper showing the exact placement of the sign on the building, the dimension of the building walls and lighting (if included). PROJECTING and AWNING SIGNS: Also show the type of bracket proposed, the distance from the bottom of the sign to the sidewalk, and the width of the sidewalk at the proposed location. FREE-STANDING SIGNS: Also include a dimensioned site layout showing the proposed placement of the sign on the site and its relationship to other buildings and landscape features.					
	 Color photographs showing building and site where sign is proposed, including close-up of proposed sign location. 					
	Paint chip or surface finish sample for all proposed sign surfaces.					
	 For buildings with multiple tenants, signage applications must include overall signage plan for building. At a minimum, include a drawing(s) and/or photos to show all proposed/existing signage for each exterior building façade. 					
	NLY COMPLETED APPLICATIONS WITH ALL REQUIRED EXHIBITS CAN BE ACCEPTED AND REVIEWED.					
	Jahulows					
	ignature of Property Owner/Agent (Required) Signature of Applicant (Required)					
C14H-1986-0008 Scarbrough Building 522 Congress Avenue	rinted name and address of property owner/agent:					
wil Av						
B. B.	To be completed by City Steffs NIDLID COA					
86 igh gre	To be completed by City Staff: NRHD COA Date Received: Administrative Approval: Yes No Date Approved:					
C14H-1986-0008 Scarbrough Builc 522 Congress Ave	HLC Hearing Date: Disposition: Approved Disapproved					
th C						
C1. Sea 522	evised June 30, 2002					

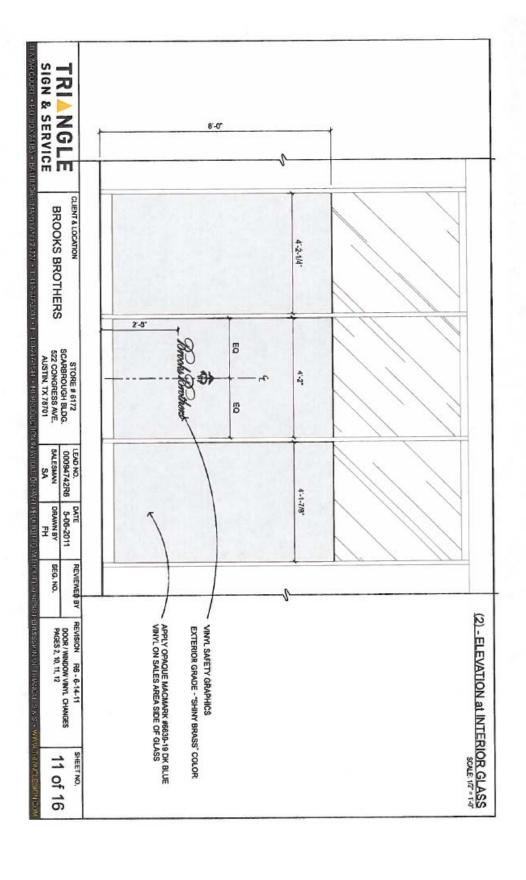
ம் evised June 30, 2002

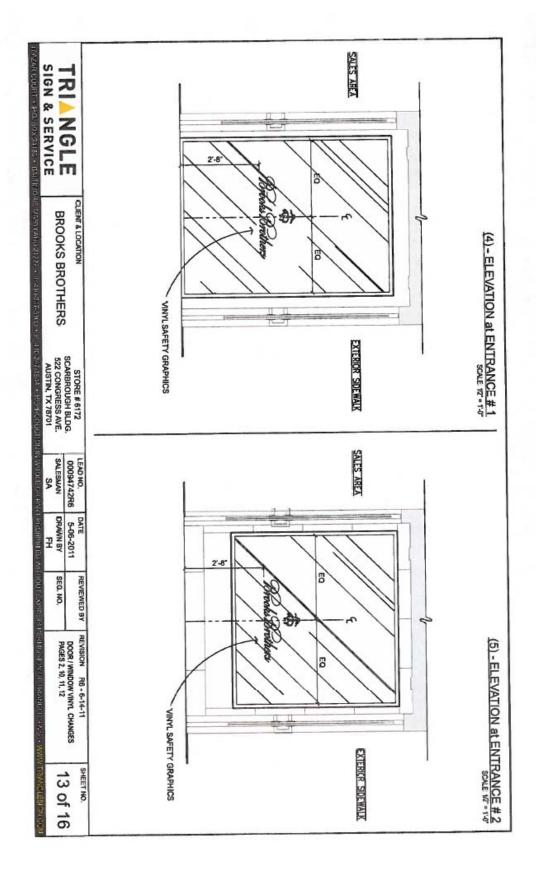
5 of 16	PAGES 2, 10, 11, 12	SEG. NO.	DRAWN BY	SALESMAN	522 CONGRESS AVE. AUSTIN, TX 78701	SIGN & SERVICE DICCING DICCITIENS 522 CONGRESS AVE. SALESMAN DRAWNBY SEG. NO. PAGES 2, 10, 11, 12 5 Of 16	SIGN & SERVICE
SHEET NO.	REVISION R6 - 6-14-11 DOOR / WINDOW VINYL CHANGES	REVIEWED BY	DATE 5-06-2011	LEAD NO. 00094742R6	STORE # 6172 SCARBROUGH BLDG.	CLIENT & LOCATION	TRIANGLE
		Ç.			NO B	BRUUNS BRUTHER	8"
	2 _						+
- 441 TV I				9	11:0"		
SIGN AREA: 8" x 132" = 7.3 SQ.FT.	SIGN AREA:						
QTY:: TWO (2)							
SCALE: 1/2"=1"-0"	STOREFRONT SIGN ELEVATION						

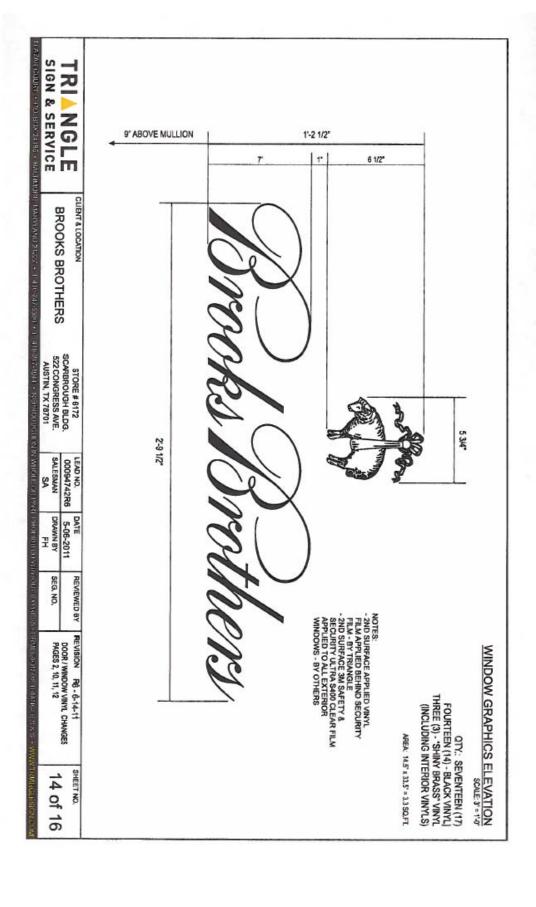




1					
MINH	PROBLEM OF A SIGN IN NATIONAL REGISTER DISTRICTS OR FOR A CITY HISTORIC LANDMARK				
	JUN 2 0 2011 (Separate form required for each proposed sign on building or site)				
	Approximately Congress Ave Date of Application: 6-17-11				
	APPLICANT: SIGN COMPANY: Name: Brokers Name: LEWIS SigN Mailing Address: 123 Dáy Hill P.A. Mailing Address: PO BOX 1665 Windsorz CT Zip Code: 06095 Buda Tx Zip Code: 78610 Phone: 860) 298 - 2002 Phone: (5/2) 3/2 - 4555 Fax: 672) 3/2 - 4551 SIGN TYPE: Flush mounted Projecting (Blade) Window Awning Directory Free-standing				
	SIZE OF SIGN: Height: 14.5" Width: 33.5" Depth: Total sign area: 3.3 sq. ft.				
	MATERIALS AND FINISH OF SIGN: VINY				
	SIGN COLORS: Black , shiny brass				
	TYPE OF LIGHTING: NONE METHOD OF INSTALLATION: adheres				
	SIGN CONTENT (Include name of establishment, size of letters, size of logo): Scalaborgh Building - 6th St entrance elevation DOOR + Window Vinv				
	SUMIT FORM TO CITY HISTORIC PRESERVATION OFFICE, 4 TH FLOOR, ONE TEXAS CENTER, 505 BARTON SPRINGS ROAD AT LEAST 10 DAYS PRIOR TO HISTORIC LANDMARK COMMISSION MEETING WITH <u>ALL</u> OF THE FOLLOWING:				
	 One color depiction of the sign itself on 8 ½" x 11" paper showing the design, colors, materials, and ALL dimensions of the sign (height, width and depth), as well as mounting detail (unless using existing mounting). 				
	2. One dimensioned drawing on 8 ½" x 11" paper showing the exact placement of the sign on the building, the dimension of the building walls and lighting (if included). PROJECTING and AWNING SIGNS: Also show the type of bracket proposed, the distance from the bottom of the sign to the sidewalk, and the width of the sidewalk at the proposed location. FREE-STANDING SIGNS: Also include a dimensioned site layout showing the proposed placement of the sign on the site and its relationship to other buildings and landscape features.				
	 Color photographs showing building and site where sign is proposed, including close-up of proposed sign location. 				
	 Paint chip or surface finish sample for all proposed sign surfaces. 				
	 For buildings with multiple tenants, signage applications must include overall signage plan for building. At a minimum, include a drawing(s) and/or photos to show all proposed/existing signage for each exterior building façade. 				
	ONLY COMPLETED APPLICATIONS WITH ALL REQUIRED EXHIBITS CAN BE ACCEPTED AND REVIEWED.				
18 Ilding venue	Signature of Property Owner/Agent (Required) Printed name and address of property owner/agent: Signature of Approach (Required)				
C14H-1986-0008 Scarbrough Building 522 Congress Avenue	To be completed by City Staff: NRHD COA Date Received: Administrative Approval: Yes No Date Approved: HLC Hearing Date: Disposition: Approved Disapproved				
C14H Scarb 522 (Levised June 30, 2002				









APPLICATION FOR APPROVAL OF A SIGN IN NATIONAL REGISTER DISTRICTS OR FOR A CITY HISTORIC LANDMARK

O RI	-(1)	(Separate form required for each proposed sign on building or site)
		PRESION Proposed Sign: 522 Congress Ave Date of Application: 6-17-11
	Na Ma Ma Ph Fa SIO	me: Brooks Brothers me: Brooks Brothers me: Brooks Brothers me: Brooks Brothers Name: LEWIS SigN Mailing Address: PO Box 1665 Mailin
	SIC	on colors: Birain Shiny Brass
	TY	PE OF LIGHTING: None METHOD OF INSTALLATION: bolt to wall
	SU	One color depiction of the sign itself on 8 ½" x 11" paper showing the design, colors, materials, and ALL dimensions of the sign (height, width and depth), as well as mounting detail (unless using existing mounting). One dimensioned drawing on 8 ½" x 11" paper showing the exact placement of the sign on the building, the dimension of the building walls and lighting (if included). PROJECTING and AWNING SIGNS: Also show the type of bracket proposed, the distance from the bottom of the sign to the sidewalk, and the width of the sidewalk at the proposed location. FREE-STANDING SIGNS: Also include a dimensioned site layout showing the proposed placement of the sign on the site and its relationship to other buildings and landscape features. Color photographs showing building and site where sign is proposed, including close-up of proposed sign location.
	4.	Paint chip or surface finish sample for all proposed sign surfaces.
	-	For buildings with multiple tenants, signage applications must include overall signage plan for building. At a minimum, include a drawing(s) and/or photos to show all proposed/existing signage for each exterior building façade.
ling enue		LY COMPLETED APPLICATIONS WITH ALL REQUIRED EXHIBITS CAN BE ACCEPTED AND REVIEWED. Institute of Property Owner/Agent (Required) Signature of Applicant (Required) Intelligence and address of property owner/agent:
00008 Buildess Av		new name and address of property officered one.
C14H-1986-0008 Scarbrough Building 522 Congress Avenue		o be completed by City Staff: NRHD COA Date Received:
ပည္သည္		

Revised June 30, 2002

