



<b>OFFICIAL USE ONLY</b>	
Received By:	_____
Date Received:	_____
Date to AHPC:	_____
Application Complete:	_____
Date AHPC Approved:	_____
Date AHPC Denied:	_____

**AMHERST HISTORIC PRESERVATION COMMISSION  
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS - SIGNAGE**

Pursuant to Chapter 121 of the Town of Amherst Code

**SUBMITTAL PROCESS:**

1. Apply for a Building or Demolition Permit and obtain zoning compliance approval from the Town Building Department.
2. Submit a complete Application for Certificate of Appropriateness with all required information from the checklist below to the Town Planning Department before the submittal deadline.

**PROPERTY INFORMATION:**

Address: \_\_\_\_\_

**BRIEF DESCRIPTION OF SCOPE OF WORK:**

\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT:** (IF APPLICANT IS NOT THE PROPERTY OWNER, APPLICANT MUST SUBMIT A LETTER OF AUTHORIZATION FROM PROPERTY OWNER TO ACT AS THEIR AGENT.)

Name/ Company Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Street Address, City and Zip Code: \_\_\_\_\_

**PROPERTY OWNER (IF DIFFERENT FROM APPLICANT):**

Name/ Company Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Street Address, City and Zip Code: \_\_\_\_\_

**ARCHITECT OR CONTRACTOR INFORMATION:**

Name/ Company Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Street Address, City and Zip Code: \_\_\_\_\_

**WHO IS COMPLETING THE WORK?**

**Owner:** Yes/ No

**Applicant (if different from Owner):** Yes/ No

**Contractor:** Yes/ No

**PROJECT DESCRIPTION CHECKLIST:**

**By attachment to this application, provide all of the following items:**

- Detailed written description of all proposed new signs or existing signs to be modified.  
Please include a description of how the signage will be installed and any demolition/repair work to be conducted necessary.
- Sign Elevations: Include the size of sign, dimension from ground to sign, dimensions of building facade sign is located on (if applicable), shape, thickness, construction materials, text layout in font(s) desired, borders, colors (by manufacturer's color number), cabinet material/color (if applicable,) and mounting hardware (if applicable).
- Dimensioned Cross Section of the sign panel.
- Samples (colors and sign materials).
- Color Photographs: Both of current sign(s), historic sign(s) (if available), and the building the sign identifies. Also include context photos of immediately adjacent sites/buildings. Digital images submitted electronically are preferred.
- Proposed illumination system (if applicable).
- Proposed signage landscaping (if applicable).
- Current Property Boundary Survey (if the proposal includes a sign not mounted on the building.) Locate sign on survey. Indicate dimensions from adjacent boundaries.
- Provide all other information which the Commission may deem necessary in order to visualize/understand the proposed scope of work.

**By signing below, I attest that I have read and do understand the above Review Procedures for Certificates of Appropriateness. I also agree that all information submitted on this application is true and accurate to the best of my knowledge.**

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

**FOUR (4) copies of this form and all supporting documents must arrive by 4:00 pm (end of day) two weeks prior to the monthly Historic Preservation Commission meeting. Upon submission of the complete application, one complete PDF shall be emailed to the Town of Amherst. Email address shall be provided at the time of submission.**

**DO NOT WRITE BELOW THIS LINE**

