

Application for Historic Review - Signage

Date Submitted _____

Applicant Information

Name _____

- Building Owner Business Owner

Mailing Address _____

Phone Number _____ Email _____

Property Address _____

Business _____

Grant Type Facade Enhancement Grant Signage Incentive Grant COA/Permit only

Project Description

Please provide a detailed description of the proposed project. _____

Please provide supplemental information as required to thoroughly describe the proposed project:

- Photographs Drawings Product Information Samples _____

Project Cost

If applying for a Grant, provide the project costs and attach estimates from contractors and suppliers.

Vendor	Description	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Maximum grant: Up to \$1,000 every 5 years per business

Reimbursement rate: 50% of costs for vendors located in Cheyenne County and/or members of the Cheyenne County Chamber of Commerce
 35% of costs for other vendors

Date reviewed _____ Approved Denied Deferred _____

Staff comments _____

Historic Review Required

Historic Review is required to receive a:
(check all that apply)

- Facade Enhancement Grant
 Signage Incentive Grant
 Building permit for exterior building alterations, additions, new construction or demolition projects located within the Downtown Sidney Historic District.

Grant Eligibility

Qualifying buildings must be:
(check all that apply)

- Located in the Downtown Sidney Historic District; or
 Located outside the district, but be historically significant; and
 Used for commercial purposes

Facade Enhancement Grant

The proposed project must enhance the appearance of the street-facing facade and include any of the following projects:
(check all that apply)

- Repair, replacement or reconstruction of:
 Windows
 Doors
 Storefront windows or entry
 Canopies or awnings
 Decorative features
 Exterior painting
 Masonry repair, cleaning and/or repointing

Signage Incentive Grant

The proposed signage must be well designed, building appropriate and may include:
(check all that apply)

- New signs
 Signage brackets
 Exterior lighting
 Awning signs

Process

The application deadline is the first Tuesday of each month and must be submitted to the HPB Director.

The Historic Preservation Board will review applications at their regularly scheduled meeting on the second Tuesday of each month.

The HPB will determine if the proposed project complies with the Historic Preservation Guidelines which can be found in the Sidney Historic Preservation Handbook.

Once approved, the HPB will issue a Certificate of Approval and transmit it to the Building Department and the Historic Review applicant.

Historic Preservation Guidelines

The Sidney Historic Preservation Handbook contains the historic preservation guidelines which provide detailed information for the treatment of various materials and building features. The principle guidelines for rehabilitation on which these are based are listed below and apply to most historic materials and features. Please refer to the Handbook for the complete guidelines.

Plan the Project

- **DON'T** demolish or remove any exterior building materials or features without first receiving a Certificate of Appropriateness from the Historic Preservation Board.
- **DO** understand the historic character and significance of the building. Determine the materials and features that define its character and are historically significant.
- **DO** thoroughly evaluate the building to determine if there are significant issues that should be prioritized

Preserve and Maintain

Historic building materials and architectural features such as windows, doors, storefronts, cornices and details contribute the architectural style and character of Sidney's historic properties as well as the unique character of downtown. Historic materials and features shall be preserved in place where feasible and appropriately maintained.

- **DO** preserve significant stylistic and architectural features. Remove non-historic materials that cover historic architectural features.
- **DO** maintain historic buildings to protect them from weather, moisture and deterioration. Maintain a sound roof, exterior paint and coatings, masonry, mortar and window glazing.
- **DO** use appropriate treatments for preserving and maintaining historic materials. Often the use of today's conventional treatments can do more harm than good to an old building.
- **DO** use the gentlest means possible to clean exterior materials such as wood, masonry and metal. Do not sandblast or pressure wash historic buildings.

Retain and Repair

Building materials and features often show signs of damage and deterioration. This is particularly true of horizontal surfaces such as sills, cornices and railings. By today's conventions, it may seem appropriate to remove such features. However, by preservation standards historic materials and features should be repaired where ever feasible.

- **DO** retain historic materials and features, and repair or restore them if damaged. Replace historic features only if they are too damaged to feasibly repair.
- **DO** protect historic materials so they are not damaged or destroyed during rehabilitation such as when deteriorated or non-historic materials are removed.
- **DON'T** replace materials just because the paint has peeled and there are cracks. Many materials can be repaired with epoxy consolidation and fillers, patching, reinforcing or similar treatments.
- **DO** improve the energy performance of historic buildings through retrofitting with storm windows, weatherstripping, insulation and high-performance HVAC systems rather than removing historic materials that are otherwise sound.

Replace or Reconstruct

Replacement of building components is necessary when components are too damaged or deteriorated to repair, or when there are missing components of which there are like ones remaining to use as a model for replacement.

Reconstruction is required if features are completely missing and there is little physical evidence of its design and construction or limited photographic documentation.

- **DO** replace materials or features that are too deteriorated to repair to match the original design and material.
- **DO** replace only the materials and features which are beyond repair. If only a portion of a feature is deteriorated, only replace that portion.
- **DO** use the same type of construction materials and methods as were used historically in the building.
- **DO** use existing components of a building as a model to reconstruct like components that are missing.
- **DON'T** install features that are of a different historic architectural style than the original building.
- **DO** refer to historic photographs to reconstruct a missing building feature. If photos are not available, refer to buildings of a similar age and architectural style.
- **DO** simplify or stylize architectural features if the exact detail of a feature is not clear or very complex.
- **DON'T** substitute vinyl, PVC, polyurethane, plastics or other contemporary materials for wood, metal or other materials which were used historically.

