

# TOWN OF NORTH HEMPSTEAD COMMUNITY DEVELOPMENT AGENCY



## SIGN AND AWNING GRANT PROGRAM

51 Orchard Street  
Roslyn Heights, New York 11577

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**TOWN OF NORTH HEMPSTEAD COMMUNITY DEVELOPMENT AGENCY  
SIGN AND AWNING GRANT PROGRAM**

**I. OBJECTIVE**

Ongoing maintenance and improvement of downtown areas are key components of the Town of North Hempstead Community Development Agency's (CDA) Sign and Awning Grant Program. CDA's goal is to encourage merchants to renovate or spruce-up their storefronts, attract new businesses, and strengthen existing ones creating a pleasant walkable community for everyone. To help achieve these goals CDA offers a Sign and or Awning Grant, up to a maximum of \$2,500 per business, as a contribution towards a new sign and or awning available to business in the following areas;

- **Port Washington** businesses located within the boundaries of the "*Port Washington New York Sign and Awning Grant Program Eligible Properties*" map attached hereto.
- **New Cassel** businesses located within the boundaries of the "*Westbury New Cassel New York Sign and Awning Grant Program Eligible Properties*" map attached hereto.

**II. PROCEDURES**

1) Merchant and or owner of a property (the "Applicant") complete and submit the attached "*Sign and Awning Grant Program Application*" to the Town of North Hempstead Community Development Agency located at 51 Orchard Street, Roslyn Heights, New York 11510. Contact Mr. Joseph Santamaria at (516) 869-7810 or [santamariaj@northhempsteadny.gov](mailto:santamariaj@northhempsteadny.gov) with questions on the program.

2) Applicant obtains D-U-N-S Number for the assisted business if it doesn't already have one. D-U-N-S Number can be obtained at ([www.dnb.com](http://www.dnb.com)).

3) Consultation between the Applicant and the CDA is held to discuss the sign/awning design and its consistency with the:

- *Design Guide for Port Washington Business Overlay District* ([http://www.northhempstead.com/filestorage/7350/7121/7229/7271/Design\\_Guidelines\\_Draft\\_half\\_page\\_10-23-revised.pdf](http://www.northhempstead.com/filestorage/7350/7121/7229/7271/Design_Guidelines_Draft_half_page_10-23-revised.pdf)); or the
- *Vision Plan for New Cassel* (<http://www.northhempsteadny.gov/ftp/ourcommunity/newcassel/docs/VisionPlanforNewCassel.pdf>); and the
- New Cassel and Port Washington Sign Sample Illustrations attached hereto.

4) Applicant obtains sign/awning design, quote, approvals and sign/awning delivery as follows;

- Applicant obtains (3) written quotes for a comparable sign/awning design from (3) separate sign makers (the "Supplier") and submits them to CDA for review.
- Applicant and CDA agree on design and quote, and sign a Design and Grant Agreement. Not all designs and quotes will be considered appropriate.
- Applicant and Supplier sign an agreement, effectuate down payment, if any, and obtain a sign/awning permit from the Town of North Hempstead Building Department.
- Supplier makes delivers and places the sign/awning, Applicant and TNH CDA accept and approve of it, and Applicant pays Supplier.
- Applicant submits copies of canceled checks, supplier invoicing, and photo to document sign/awning are delivered, in place and the supplier is paid in full.

5) CDA provides reimbursement Grant check up to \$2,500 or for the amount of the sign/awning whichever is less.

These program guidelines are correct as of February 14, 2013; modifications will be made from time to time to conform to changing needs and federal requirements.

**TOWN OF NORTH HEMPSTEAD COMMUNITY DEVELOPMENT AGENCY  
SIGN AND AWNING GRANT PROGRAM APPLICATION**

Name of Applicant: \_\_\_\_\_

D-U-N-S Number: \_\_\_\_\_

Address of Store/Building: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Partners of Offices in the Business or Building: \_\_\_\_\_

\_\_\_\_\_

List improvements you would like to make in addition to signage: \_\_\_\_\_

\_\_\_\_\_

How do you intend to pay for the improvements? Private Funding \$\_\_\_\_\_ Loan \$\_\_\_\_\_ Grant \$\_\_\_\_\_

If you are the building owner, please list your commercial tenants below. Include business name, address and tenant's name, attach additional sheet if more room is needed;

1. \_\_\_\_\_ 2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

\_\_\_\_\_

Building Owners/Business Tenants complete where applicable:

Date Lease Expires: \_\_\_\_\_ Square ft. Occupied: \_\_\_\_\_ Monthly Rent: \_\_\_\_\_

Name of Mortgagee: \_\_\_\_\_ Outstanding Mortgage Amount: \$\_\_\_\_\_

Name on Deed: \_\_\_\_\_

To the best of my knowledge, the information provided above is true and I hereby authorize the Community Development Agency to verify this information;

X \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature

Print Applicant Name: \_\_\_\_\_

# Port Washington New York Sign and Awning Grant Eligible Areas



Sign/Awning Eligible Areas, February 14, 2013



0 200 400 Feet

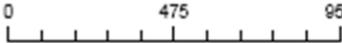
Town of North Hempstead



Geographic Information System  
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# Westbury New Cassel New York Sign and Awning Grant Eligible Areas



 Eligible Areas, February 14, 2013			<p><b>Town of North Hempstead</b></p>  <p>Geographic Information System Copyright 2011 - County of Nassau, New York</p>
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# Port Washington Sign and Awning Grant Program



## Awnings

- Non-Glossy weather resistant materials
- Traditional and curvilinear forms (no waterfall awnings)
- Design should be limited to store name and logo
- Materials and colors should compliment building facade



## Signs

- Materials should be consistent with building materials
- Natural materials such as wood are preferable
- Minimal font types and colors
- Hanging signs encouraged



# New Cassel

## Sign and Awning Grant Program

### Awnings



Non-Glossy weather resistant materials  
Traditional and curvilinear forms (no waterfall awnings)  
Design should be limited to store name and logo  
Materials and colors should compliment building facade



### Signs

Materials should be consistent with building materials  
Natural materials such as wood are preferable  
Minimal font types and colors  
Hanging signs encouraged  
Minimal internal lighting

