

# **APPLICATION GUIDELINES FOR CORTLAND'S HISTORIC DISTRICT**

In reviewing applications for changes in the historic district the following factors are considered: dimensions, graphics, materials, colors, support systems, locations, landscaping, lighting and all other visual aspects of the project. Below is a checklist to help you come fully prepared so this process will proceed smoothly and quickly.

Remember when preparing your changes in the Historic District it is important to consider the age and style of the building. How compatible is your design with the architectural character of that building?

**THE FOLLOWING INFORMATION MUST BE PREPARED AND SUBMITTED IN ORDER TO PROCESS YOUR APPLICATION FOR SIGNS, FAÇADE CHANGES, NEW BUILDING CONSTRUCTION, LANDSCAPING AND ALL OTHER VISUAL ASPECTS OF THE PROJECT.**

## **FAÇADE, NEW BUILDING CONSTRUCTION, LANDSCAPING**

Follow all the guidelines listed below under sign information as it would pertain to façade changes, new building construction (including additions to existing buildings), landscaping and all other visual aspects of the project. Present an architectural drawing and elevations with all the dimensions, specifications and complete information on all the materials (siding, windows, doors, railings, hardware, stairs, roofing materials, decking, porch, brick/stone work, lighting, fencing, parking area) and all or any other materials involved in the project.

## **SIGN INFORMATION**

**DIMENSIONS** – Submit a drawing including elevation with all the measurements.

**GRAPHICS** – Submit any paintings, scaled drawings, and engravings to be used.

**MATERIALS** – What types of materials will be used on the entire project?

**COLORS** – Submit color chips or painted samples to be used. **DO NOT** bring in the name of the colors to be used. A color sample must be presented with the brand name.

**AWNINGS** – Submit a swatch of awning sample with your color and material selection. No photos please. Configurations of the size and shape are necessary.

**SUPPORTS** – How will the sign be supported? If you have a projecting sign you need to show the bracket design with a scaled drawing.

**LOCATION** – Submit a color photo of the location the sign will be placed.

**LETTERING** – Submit the letter style and the letter size, which will be used on all parts of the sign.

**LIGHTING** – What source of lighting will be used if any? Submit a cut sheet, drawing or photo.

Should you have any questions call the Cortland Code Office 607-753-1741 or ask to review the booklet on Cortland's Downtown Historic District. This booklet was prepared to help anyone with questions about all aspects of sign design to façade changes. Or check the web site [www.cortland.org](http://www.cortland.org) for further information.