

CITY OF NEWBURGH

2014 Signage Program

Signage Grants are available for businesses and residential properties within the City of Newburgh, with priority given to those either along Broadway or within Census Tracts 4 and 5. The grant is a 50/50 grant with a maximum grant amount is \$500.

Property owners will be required to address code compliance issues and substandard living conditions which affect the health and safety of occupants in order to be eligible for funding.

Signage monies will either be paid directly to the vendor or reimbursed to the applicant once the proper documentation has been received by the Planning and Development Department. Applicants are also required to maintain the signage for a minimum of three (3) years.

Projects that are within the City of Newburgh's Historic District will require approval from the Architectural Review Commission (ARC) before work begins. The ARC meets every 2nd Tuesday of the month and applications must be submitted to the ARC Secretary (located at 123 Grand Street) no later than the 3rd Monday of the month prior to the scheduled meeting. For more information on the ARC call (845) 569-7400.

Signage Program Process

The following documents MUST be included with the application for project approval. Incomplete applications and/or those without supporting documentation will not be accepted.

1. A minimum of two (2) "BEFORE" photographs of building including a full-size picture of the building (photographs will become property of the City of Newburgh and used at its discretion).
2. If business owner is not the owner of record for the property, a copy of the lease must be submitted.
3. Specifications of the signage from the preferred vendor including dimensions, colors, lettering.
4. Copies of at least three (3) written quotes.

5. Proof of contractor's valid liability and worker's compensation insurance.
6. Proof of matching funds.

2014 Signage Program Application

Applicant Information

Applicant Name: _____ Date ___/___/___

Business/Property Address: _____

Business Telephone: () _____ Fax: () _____

Type of Business: _____

Contact Person: _____ Title: _____

Date Incorporated: _____

Federal Tax ID Number: _____

Name of Property Owner if the applicant is **not** the Property Owner of record ?

Name: _____

Telephone: () _____ Fax: () _____

Project Information

1. Cost of Project \$ _____
(NOTE: Maximum reimbursement for signage will be \$500.00 per project.)

2. Please submit (3) bids with this application.

3. Preferred Signage Vendor Information:

Name of Firm: _____

Address: _____

Business Telephone: () _____ Fax: () _____

Contact Person: _____

Vendor must provide a Certificate of Insurance that demonstrates the firm has Liability and Worker's Compensation Insurance.