



THE CITY
OF
Union City

OFFICE OF THE
Building Department

3715 PALISADÉ AVENUE • UNION CITY, NEW JERSEY 07087 • (201) 348-5710 • FAX: (201) 223-1970

SIGN AND FAÇADE REVIEW & PROCEDURES

The review will include any façade, signage, awning, lighting, and landscape changes planned for the exterior of any building in the commercial district. We also must be apprised of any plans for the interior window displays or window signs of storefronts. A simple phrase that is often used to clarify this review is "ANYTHING VISIBLE FROM THE STREET" AS YOU LOOK AT THE PROPERTY.

Please make sure your application forms, maps and drawings are clear and legible. We will need five (5) copies of everything.

The following is required:

Renderings to scale must show the front elevation of your space along with the front elevation of the adjacent stores, indicating the following dimensions: dimension of the overall width of the storefront, dimension of the overall width of the sign, dimension and depth for the height of the letters, dimension for the depths of the total sign. Include exact size and style of lettering, artwork and materials used in sign.

In addition, said drawings shall be accurate to scale and specify all details of sign construction, including materials, thickness, color, wiring, tubing, transformer specifications, and mounting details. Five (5) printed color photographs of the storefront and five (5) printed color photographs from a distance, showing your storefront in relation to the adjacent stores as well as all other signs on the building and five (5) color photographs of the façade with the sign superimposed to scale as to how it will relate to the building.

As to signs:

SIZE: The area of the sign shall not exceed a total of twenty-five (25%) percent of the area of the façade of the establishment for which the sign is intended as per city ordinance. (Flat wooden signs, channel letters, goosenecks and hidden shadow type lighting are recommended.) It is strongly recommended that awnings or canopies not be used as signage. (All electrical conduits must be concealed and any loose wires neatly secured.)

Awnings: Provide fabric swatches for any proposed awnings. (Color rendering is not sufficient.) Original, (not fax or copy) flame resistant certificate completed by the fabric company. (It is strongly recommended that awnings not be illuminated; display any graphic, logo or business name.)

Landlord's Consent: Approval form must be completed and signed by building owner.

Property maintenance codes must be met at the same time of sign review. (Additional Permits Required) The exterior of a structure shall be maintained in good repair, structurally sound not limited to the following; there should be no evidence of deterioration; damage or loose elements. All wood and metal surfaces, including window frames, doors, doorframes, cornices, and trim shall be maintained in good condition. Peeling, flaking, and chipped paint shall be eliminated and surfaces repainted. Brick surfaces shall be restored and sidewalks power washed. All hanging signs must be removed and the front security gate must meet code.