

**INCORPORATED VILLAGE OF HEMPSTEAD
COMMUNITY DEVELOPMENT AGENCY**



SIGNAGE PROGRAM

**Mayor Don Ryan
Chairman**

**Keria L. Blue
Board Member**

**Tina Hodge Bowles
Board Member**

INC. VILLAGE OF HEMPSTEAD COMMUNITY DEVELOPMENT AGENCY SIGNAGE PROGRAM

The Village of Hempstead Community Development Agency (CDA) believes attractive and aesthetically pleasing signage is important to the retail experience for residents of the Village of Hempstead and visitors alike. Clean and beautiful signs and awning help attract new businesses, strengthen existing ones, and create a pleasant walkable community.

In order to assist businesses the CDA is offering businesses and/or property owners a grant of a maximum of \$4,000 for one sign or one awning per business location to upgrade their current signage or install new signage. The grant is dependent on available funding and on a first come first serve basis, to applicants that meet the requirements. Applications which are not approved due to lack of funds will be held at the CDA office until another round of funding is available.

Grant Applications are available at the CDA office located at 50 Clinton St. Suite 504 Hempstead, NY 11550 or at www.villageofhempsteadcda.org. Please call CDA at (516) 485-5737 if you have any questions regarding the program.

Requirements

In order to qualify for the grant a merchant or property owner (the “Applicant”) must:

- Be located in Village of Hempstead Community Development Block Grant eligible areas (map provided at CDA)
- Have a valid Business License from the Village of Hempstead and a Certificate of Approval or Occupancy for the type of business and use
- Be current with all property taxes – Village and County (Property Owner)
- Have no open building permits or violations
- Must have D-U-N-S Number – can be obtained at www.dnb.com

**** Applicants who do not keep the signage up for at least 2 years and/or have received 5 code violations from the Village of Hempstead Building Department will be required to repay the full grant amount to the Inc. Village of Hempstead CDA****

Grant Awards

- Grants are awarded on a reimbursement basis. Applicants must pay all invoices related to the signage before receiving funds from the Inc. Village of Hempstead CDA
- Grants cannot be used for completed signage projects without prior application approval by the CDA
- Grant is dependent on an environmental clearance by Nassau County Office of Community Development
- A signage permit must be obtained by the Applicant from the Inc. Village of Hempstead Building Department
- Signage not approved by the CDA or any changes to designs approved by the CDA without CDA permission will not be reimbursed
- Signs and awnings must meet all zoning codes and ordinances of the Inc. Village of Hempstead
 - Only awnings will be funded for businesses/properties located on North Franklin Street between Intersection Street and Front Street, on Main Street from Stowe Place to Front Street, and on all cross streets connecting Main Street and North Franklin Street. The awning will have to meet the following specifications:
 - Standard awnings (triangle awning)
 - 4 feet in height
 - 30 inches in depth
 - Aluminum 1inch x 1inch staple and tube frame
 - Stationary awning

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- Awning color – Captain Navy – 4646-000/Sunbrella
- White or gold lettering
- Clean trim
- Valance or lip should be 8 inches
- Letterings on the valance and lip should be 6 inches
- Address on the bottom left of valance/lip
- Phone number on the bottom right of valance/lip
- Sign content should be limited to name and logo of establishment
- Lettering height on awning should be no larger than 24 inches
- Total of 24 square feet of the awning should be used for name and logo
- Optional
 - If you wish to put lighting under the awning, you may put white or yellow lights on the inside of the awning; the bottom of the awning must be covered with white egg crate sealing.
 - If the business owner does not wish to put their name and or logo on the awning they will be permitted to put an additional sign above the awning, which is still subject to approval by the Village of Hempstead. Only one sign or one awning will receive funding per business location.

APPLICATION PROCESS

- Applicant must complete and submit the “Signage Program Application” to the Inc. Village of Hempstead Community Development Agency located at 50 Clinton St. Suite 504, Hempstead, New York 11550.
- Applicant and CDA staff will meet to discuss designs of new sign/awning.
 - Design must meet with building code
 - Design must complement the building
 - Design must include color, size, logo, name and estimated costs
 - Design must meet CDA requirements
 - Approval of sign/awning subject to review and approval by the CDA
- After receiving approval from CDA application must obtain three (3) written quotes from CDA approved sign/awning design makers (the “Supplier”)
- CDA and Applicant will together select an appropriate supplier and enter into a Grant Agreement.
- Applicant will be responsible for getting a sign permit from the Inc. Village of Hempstead Building Department before any work commences.
- After supplier creates and installs sign/awning and all outstanding invoices have been paid, the applicant may submit the reimbursement claim consisting of:
 - Copies of Invoice
 - Proof of payment - Cancelled check
 - Photos of installed sign/awning
- CDA will process the claim and reimburse the Applicant \$4,000.00 or the full cost of the signage, the lesser of the two.

NOTICE OF DECISION

The Inc. Village of Hempstead CDA will render a decision to the applicant after receiving recommendations from the Village of Hempstead Building Department and upon approval by the Village of Hempstead CDA Board via board resolution.

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Name of Applicant: _____ Merchant/Property Owner (Circle One)

Name of Business: _____

Property Address: _____

D-U-N-S Number: _____ Application Phone Number: _____

Co-owner if Any: _____

List improvements in addition to signage: _____

For Property Owners Only: List of Commercial Tenants
Including business name, term of lease, and tenant's name, attach additional sheet if needed;

1. _____
2. _____
3. _____
4. _____

Property Owners/ Merchant complete where applicable:

Property Owner: _____ Term of Lease: _____

of year(s) in business in the Village of Hempstead: _____

To the best of my knowledge, the information provided above is true and I hereby authorize the Inc. Village of Hempstead Community Development Agency to verify this information:

Applicant Signature

Date

Property Owner Signature (if different)

Date

**** By signing this application the business owner agrees to allow the Inc. Village of Hempstead Community Development Agency and the Inc. Village of Hempstead to use before and after pictures of the improvements in all documents and promotional material.****