



**WOODBURY'S
FACADE/BEAUTIFICATION
LOAN PROGRAM**

APPLICATION

This form is designed to provide CBAC with sufficient information to permit effective consideration of your loan request. A fully completed application will eliminate unnecessary delays.

I. General Information

Name of applicant: _____

Name of business: _____

Address of business: _____

(include zip code) _____

County _____

Contact person: _____

Telephone number: _____ Fax number: _____

(include area code)

E-mail Address: _____

Social Media Profile: _____

Business bank of account: _____

Branch address: _____

Account number: _____

Bank Officer & Telephone #: _____

II. Ownership & Management

Structure of business (**Check One**)

- Corporation Limited Liability Company (LLC) Sole Proprietorship
- S Corporation Partnership Other _____

Ownership of applicant company (*List all owners & stockholders. Attach additional sheet if necessary*):

<i>Name</i>	<i>Percentage Owned</i>
1.	
2.	
3.	

Key Management:

<i>Name</i>	<i>Titles/Duties</i>	<i>Yrs. with Co.</i>	<i>Annual Comp. Salary / Bonuses</i>	<i>Life Ins. Amount</i>
1.				
2.				
3.				

Major Competitors:

1. (Name)	3.
(Address)	
2.	4.

V. Existing Business Loans Payable

Creditor/ Acct. Number	Original Amount	Loan Date month/year	Term / Maturity date	Monthly Payment	Interest Rate	Outstanding Balance	Collateral
1.		/					
2.		/					
3.		/					
4.		/					

VI. DESCRIPTION OF PROPOSED FINANCING

1. Please provide a brief summary of the proposed project(s) you are requesting to be funded. Use a separate sheet if necessary.

2. On a separate page, please provide an itemized cost estimate for the proposed project(s).

Total Project Costs: _____

Owner's Equity: \$1,000.00

Total Loan Request: \$ _____

(Total Loan Request = Total Project Costs minus Owners Equity)

VII. SUPPORT INFORMATION & STATEMENTS REQUIRED

1. Two years of Federal business tax returns.
2. If the business is less than two years old, submit business plan, including projected income statements for three years following receipt of the loan and a projected monthly cash flow statement for the first year following receipt of the loan. (Assistance for this item is available.)
3. Personal financial statements completed and signed for all owners. *(Please use enclosed form.)*
4. Two years of Federal personal tax returns.
5. For all building repairs, provide contractors' estimates, suppliers' price quotations and purchase orders.
7. If you currently rent your current location, submit a complete copy of the lease.
8. If you are planning to renovate commercial real estate, please submit preliminary plans and specifications for new construction or renovation and cost estimates prepared by a qualified, independent third party (General Contractor or Architect)
9. Copy of deed, including legal description, to any other owned real estate to be used as collateral.
10. Copy of certificate of incorporation and bylaws for corporation, or certificate of formation and operating agreement for LLC, if applicable.
11. Resumes of business owners.
12. Brief history of business explaining your product or service, production, sales, customers, profits, jobs created or retained, etc. how the loan will affect your business.
13. Any additional information, which will assist CBAC in analyzing your application.

I/We authorize the Cooperative Business Assistance Corporation to investigate my/our personal and business financial credit history as necessary to process a loan application. The undersigned authorize any person or consumer reporting agency to give you any information it may have on the undersigned and other parties to the application who you are asking us to rely upon. CBAC is hereby authorized to release and share any and all written and verbal information with other parties that are or may become involved with the loan application and/or resulting Loan. Each of the undersigned authorizes you to answer questions about your credit experience with the undersigned. The undersigned, in applying for financial assistance from CBAC, recognizes that prior to receiving any financial assistance he or she will agree to comply with all federal, state and local laws and regulations to the extent that such are applicable. The purpose of the loan is to support business activities for which credit is not otherwise available on terms and conditions, which would permit the completion or operation of the project in the community. The undersigned certifies that the ultimate recipient is unable to finance the proposed project through commercial credit or other Federal, State, or local programs at reasonable rates and terms. The undersigned further certifies that he or she is not in default with child support payments and that all required child support payments have been made.

The foregoing and any supplementary information are warranted by the undersigned to be true, accurate, and not misleading as of the date submitted and are furnished to CBAC, and shall be retained by CBAC for its records, and to induce CBAC to make the Loan applied for, which, if granted, the proceeds thereof will be used only for the purpose stated above. The undersigned knows that you rely and continue to rely thereon until written notice of any change therein is received by you. The undersigned will give you immediate written notice of any material change in the undersigned's financial condition, including any lawsuit, begun or threatened, the effect of which may be to materially alter the said condition.

Name of Applicant:

Signature/Title:

Date:

Signature/Title:

EQUAL CREDIT OPPORTUNITY ACT

The Federal Equal Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Consumer Response Center, 600 Pennsylvania Avenue NW, Washington, DC 20580. If your application for business credit is denied, you have the right to a written statement of the specific reasons for the denial. To obtain the statement, please contact: Executive Director, CBAC, 328 Market Street, Camden, New Jersey 08102 within 60 days of the date you are notified of our decision. We will send you a written statement of reasons for the denial within 30 days of receiving your request for the statement. CBAC is an equal opportunity provider and employer. Rev. 4/1/14

<p>GENDER DATA Business Ownership <input type="checkbox"/> 100% Female Owned <input type="checkbox"/> 51-99% Female Owned <input type="checkbox"/> 100% Male Owned <input type="checkbox"/> 51-99% Male Owned</p>	<p>VETERAN STATUS <input type="checkbox"/> Non Veteran <input type="checkbox"/> Vietnam-era Veteran <input type="checkbox"/> Other Veteran</p>	<p>RACE/ETHNICITY (APPLICANT) <input type="checkbox"/> Black <input type="checkbox"/> Puerto Rican <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Eskimo or Aleut <input type="checkbox"/> Multi Group <input type="checkbox"/> Other</p>
<p>Number of Jobs to be retained ____ Number of Jobs to be created ____ (Projected over next two years and include owner(s) in counts)</p>	<p>Current Personal Annual Income \$ _____</p>	<p>RACE/ETHNICITY (CO-APPLICANT) <input type="checkbox"/> Black <input type="checkbox"/> Puerto Rican <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Eskimo or Aleut <input type="checkbox"/> Multi Group <input type="checkbox"/> Other</p>

How did you learn about CBAC? _____

Have you ever applied to or borrowed from CBAC previously? _____

PLEASE DETACH AND KEEP FOR YOUR RECORDS

- The Federal Equal Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Consumer Response Center, 600 Pennsylvania Avenue NW, Washington, DC 20580. If your application for business credit is denied, you have the right to a written statement of the specific reasons for the denial. To obtain the statement, please contact: Harry W. Stone, Executive Director, CBAC, 328 Market Street, Camden, New Jersey 08102 within 60 days of the date you are notified of our decision. We will send you a written statement of reasons for the denial within 30 days of receiving your request for the statement. CBAC is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call 866-632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at USDA, Director, Office of Adjudication, 1400 Independence Ave., S.W. Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Rev. 4/1/14
- The Federal Information Relay Service, allows a deaf or speech-impaired person to contact us at 856-966-8181 by dialing 7-1-1 or New Jersey Relay TTY at 1-800-852-7899 for assistance with making the call.

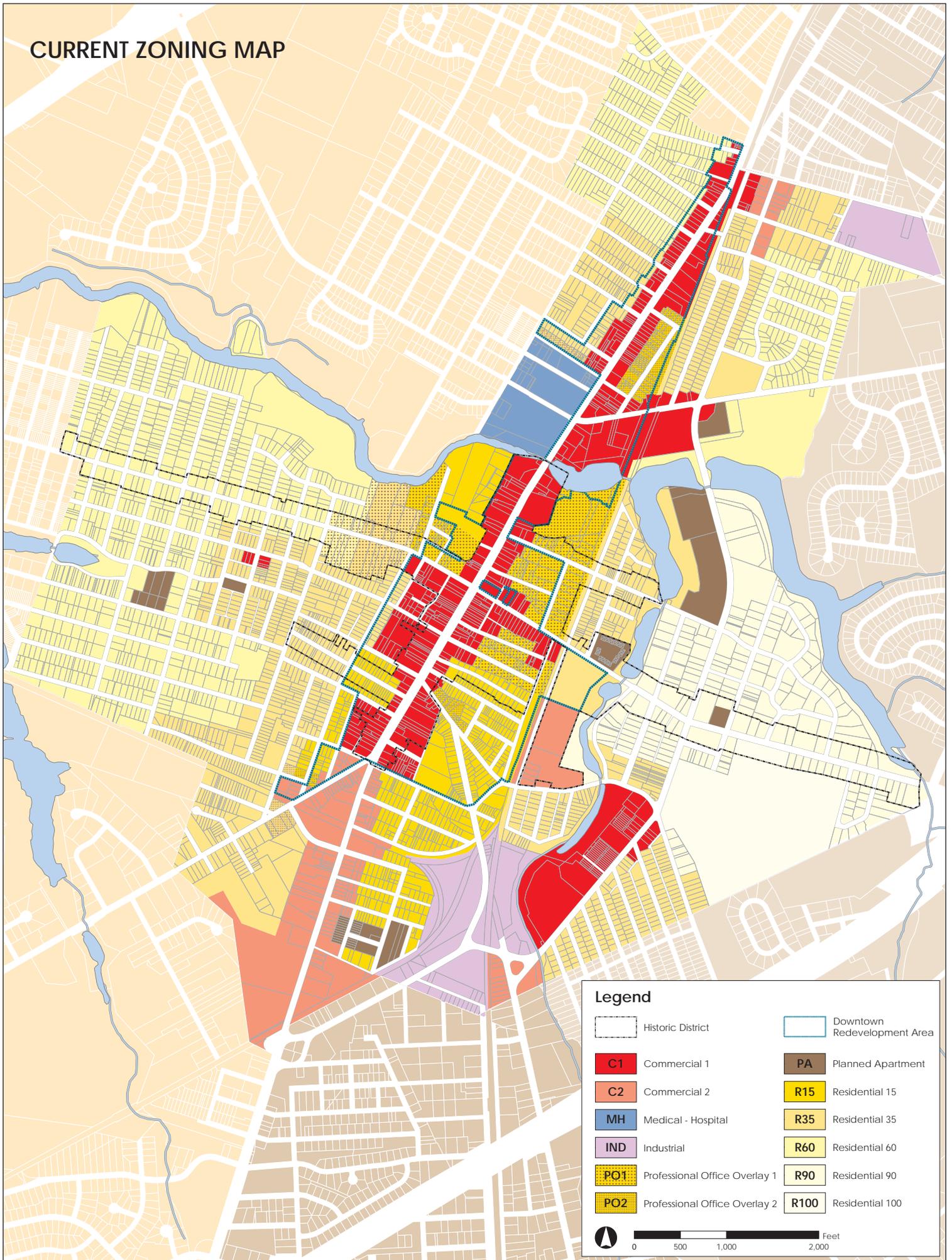
Woodbury Sign Ordinance

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CURRENT ZONING MAP



Legend

	Historic District		Downtown Redevelopment Area
	C1 Commercial 1		PA Planned Apartment
	C2 Commercial 2		R15 Residential 15
	MH Medical - Hospital		R35 Residential 35
	IND Industrial		R60 Residential 60
	PO1 Professional Office Overlay 1		R90 Residential 90
	PO2 Professional Office Overlay 2		R100 Residential 100



I Purpose

The purpose of this article is to encourage the effective use of signs as a means of communication, to maintain and enhance the aesthetic environment and support the City's ability to attract and retain economic development and growth, to improve pedestrian and vehicular safety, to minimize the possible adverse effects of signs on nearby public and private property and to enable the fair and consistent enforcement of the regulations of this article. This article is not designed to limit or prohibit speech, but to regulate the conduct of the message. The City of Woodbury's sign regulations are content-neutral.

II Definitions

See City of Woodbury Code Section 202-4 Definitions and word usage.

III Sign Approval & Enforcement Procedures

- A. Application for a sign permit shall be made to the administrative officer on the forms provided by the City.
- B. The application shall be accompanied by an accurate plot plan of the lot, scaled not greater than one inch equals 10 feet nor less than one inch equals 50 feet, that indicates the location of buildings, parking lots, driveways, landscaped areas and other pertinent data. On the plot plan shall be drawn the location of each existing or proposed sign. A color photograph, not less than three inches by five inches nor larger than eight inches by ten inches, shall be submitted for each sign presently existing on the site. A drawing to scale of each proposed sign, including the dimensions, colors, materials and method of attachment, shall be submitted.
- C. Signs within a Historic Preservation District or on a historic site not within a district shall require an application for and approval of a certificate of appropriateness from the Planning Board upon recommendation of the Historic Preservation Commission in accordance with this article and Article XIII of this chapter.
- D. If the sign permit applied for complies with the requirements of this article and has received a certificate of appropriateness, if so required, the

administrative officer shall issue such permit within 7 days of application.

- E. Minor changes, modifications, or repairs to the spelling, wording, font type or size, or material or paint used for lettering or graphics, of a previously approved and installed sign that conforms to all applicable codes shall be considered updates and will not require the submission of a new sign permit application or review by the Zoning Board.

IV Computation Of Sign Area

For the purposes of this article, "sign area" shall mean the area, expressed in square feet, within a rectangle enclosing the extreme limits of writing, symbols, logos, letters, figures, emblems or other representations, plus all material or color forming an integral part of the sign or used to differentiate the sign from the background against which it is placed, provided that:

- A. In the event a sign is designed with more than one face, the area shall be computed by including only the maximum surface display area visible from any one point, provided that the message is the same on each face.
- B. The supports, uprights or other structure on which any sign is attached shall not be included in the calculation of sign area unless such structure is designed in such a manner as to form an integral part of the sign's message or otherwise conveys meaning.
- C. The area of lamps, neon tubing or other artificial illumination visible on a sign shall be counted as part of the total allowable sign area.

V General Regulations

- A. PERMITTING
 - 1) Signs shall be permitted as accessory uses in all zoning districts, provided that any sign hereafter erected in the City of Woodbury conforms to the provisions of this article and any other ordinance or regulation of the municipality or the state or federal government relating to the erection, alteration or maintenance of signs. In the event of conflicting regulations, the most restrictive shall apply.

- 2) A permit shall be required for the installation of all signs, unless exempted from such requirements under Subsection "IV: Signs exempt from permits" of this section. The structural safety requirements governing construction and erection of all signs and the issuance of permits therefor shall be controlled by Chapter 73, Construction Codes, Uniform, of the Code of the City of Woodbury, but this chapter shall supersede Chapter 73 with respect to areas wherein signs are erected, their location, size, design and illumination and all the characteristics which relate to the subject of zoning.
- 3) Unless otherwise noted in this article, all signs shall be on the same site as the product or service being advertised and shall front the primary street(s) of the property.

B. MAINTENANCE

- 1) All signs shall be kept in a proper state of repair, in accordance with the requirements of Article I of Chapter 144, Maintenance of Commercial Property; Chapter 73, Construction Codes, Uniform; or other property maintenance codes as may be promulgated by the City Council of the City of Woodbury, and other pertinent regulations. Signs which fall into such a state of disrepair as to become unsightly or to pose a threat to public safety may be removed by the City 30 days following notice by certified mail to the owner of record, and the City shall have the right to recover from said owner the full costs of the removal and disposal of such signs.
- 2) After a tenant has vacated the premises, the Lessor shall be responsible for the removal of all prior tenant signage and restoration of areas where such signage was located to the original conditions, including painting and patching, if necessary.
- 3) Burned out lamps, failing ballasts or other necessary electrical components shall be replaced within two weeks.

C. MOUNTING & INSTALLATION

- 1) All signs shall be securely attached to the building by means of metal anchors, bolts or expansion screws, subject to any required review or approval by the City Construction Office.

- 2) No sign shall be placed, posted or affixed to any roof, tree, fence and fence post, utility pole or similar structure.
- 3) To the maximum extent possible, all wiring associated with signs shall be installed and maintained so as not to be in view of the public. Wiring shall under no circumstances be installed within conduit attached to the face of any building.

D. CONTENT

- 1) No sign shall be erected that is of such character, form, shape or color that it imitates or resembles any official traffic sign, signal or device or that has any characteristics which are likely to confuse or dangerously distract the attention of the operator of a motor vehicle on a public street.
- 2) No sign shall be erected containing a message that states or implies that a property may be used for any purpose not permitted in the zoning district in which said sign is located under the provisions of this article.

- E. Sculptural iconographic elements contextual to the storefront design are permitted.

VI Illumination

A. PERMITTED TIME PERIODS

- 1) Any illuminated sign within 50 feet of a residential zone shall not be illuminated between the hours of 11:00 pm and 7:00 am.

B. EXTERIOR ILLUMINATION STANDARDS

- 1) Illumination by indirect source of light is encouraged. Individual channel letter signs with translucent faces and reverse channel letter type signs are permitted. The use of light emitting diodes (LEDs) for such signs is encouraged.
- 2) External light sources shall be directed and shielded to limit direct illumination of any object other than the sign.
- 3) Externally illuminated signs shall be lit only by downward pointing shielded fixtures where 90 percent of the light emitted from such fixtures is shone directly on the face of the sign.

- 4) Flood lighting of signs or storefronts shall not be permitted.

C. INTERIOR ILLUMINATION STANDARDS

- 1) Reverse channel letters with halo illumination, opaque letter-sides and faces and non-reflective background are permitted.
- 2) Internally illuminated individual channel letters with acrylic faces individually mounted on the façade are permitted.
- 3) Internally illuminated individual channel letters with acrylic faces individually mounted on a raceway are permitted provided the raceway matches the color of the facade.
- 4) Exposed neon is permitted.
- 5) Box or cabinet type signs are permitted.

- 5) Automatic Dimming. DMBs displaying multiple messages shall be equipped with light sensing devices or a scheduled dimming time which automatically dims the intensity of the light emitted by the sign during ambient low-light and nighttime (dusk to dawn) conditions.

VII Changeable Copy

- A. Manual. Signs whose alphabetic, pictographic, or symbolic informational content can be changed or altered by manual means.
- B. Digital. The following pertain to Digital Message Boards (DMBs) that incorporate electronic sign components.
 - 1) Location. The face of an electronic sign shall be a minimum of two hundred and fifty (250) feet away from a residential zone, and shall be arranged to prevent direct glare onto any adjacent properties.
 - 2) Static Images Only. The DMB shall display static images only. Sign content and messages shall not consist of video and shall not move, blink, animate, flash, or behave in any other way which constitutes or implies motion.
 - 3) Transitions. There shall be no animation, traveling, scrolling, fades, or dissolves between displayed messages. Transitions between content and messages shall be instantaneous.
 - 4) Length of Display. DMBs displaying multiple messages are permitted to change their message no more than once every ten (10) seconds, exception signs devoted solely to displaying time and temperature are permitted to change their message no more than once every five (5) seconds.

VIII Materials

Sign materials shall be of the highest quality and shall be compatible with the design of the facade where they are placed. The selected materials shall contribute to the legibility of the sign. For example, glossy finishes are often difficult to read because of glare and reflections. Sign materials shall be selected to maximize their useful life and minimize routine maintenance. Acceptable signage materials include:

- A. Brick
- B. Cast Stone
- C. Stone and manufactured veneer
- D. Wood (carved, sandblasted, etched, routed or incised and properly sealed, primed and painted, or stained).
- E. Metal (formed, etched, cast, engraved, and properly primed and painted or factory coated to protect against corrosion).
- F. Aluminum, tubular steel, and galvanized steel.
- G. Sand blasted glass.
- H. High density pre-formed foam or other similar material.
- I. Canvas.
- J. Plex with translucent vinyl overlay.
- K. New and other natural solid surface materials may be appropriate if properly designed in a manner consistent with these standards, and painted or otherwise finished to compliment building architecture.

IX Signs Requiring A Permit

The following outlines the standards for signs that require a permit by zoning district.

A. Freestanding Signs

Any sign supported by permanent structures or supports that are placed on or anchored in the ground and that are independent from any building or other structure. Signs shall be of a monument design and have a solid architectural base (not individual columns) with the message panel directly attached.

	Residential Districts (R15, R35, R60, R90, R100, PA)	Professional Office Districts (PO-1, PO-2)	Commercial / Industrial / Medical Districts (C1, C2, MH, IND)	Commercial within Historic District
1. Allowed in Zone	Permitted only for multi-family or institutional uses	Permitted	Permitted	Not permitted
2. Maximum Quantity	1 per lot	1 per frontage	1 per frontage	
3. Maximum Area	32 sqft	32 sqft	2 sqft per linear foot of lot frontage, or 60 max sqft, whichever is the lesser	
4. Maximum Sign Height	5 ft	5 ft	15 ft	
5. Maximum Sign Width	--	--	--	
6. Maximum Letter Height	--	--	--	
7. Minimum Frontyard Setback	10 ft from front property line	10 ft from front property line	15 ft from front property line	
8. Minimum Sideyard Setback	25 ft	25 ft	50 ft	
9. Minimum Mounting Height	--	--	--	
10. Maximum Mounting Height	--	--	--	
11. External Lighting	Permitted only for multi-family or institutional use	Permitted	Permitted	
12. Internal Lighting	Not permitted	Not Permitted	Permitted	
13. Changeable Copy	Only manual permitted	Only manual permitted	Digital & manual permitted	

B. Facade Signs

A sign fastened to or painted on the exterior facade of a building or structure in such manner that the facade becomes the supporting structure for or forms the background surface of the sign and which does not project more than 12 inches from such building or structure.

	Residential Districts (R15, R35, R60, R90, R100, PA)	Professional Office Districts (PO-1, PO-2)	Commercial / Industrial / Medical Districts (C1, C2, MH, IND)	Commercial within Historic District
1. Allowed in Zone	Not permitted	Permitted	Permitted	Permitted
2. Maximum Quantity		1 per frontage	1 per frontage	1 per frontage
3. Maximum Area		2 sqft per linear foot of front building facade, not to exceed 48 sqft total	2 sqft per linear foot of front building facade, not to exceed 60 sqft total	2 sqft per linear foot of front building facade, not to exceed 48 sqft total
4. Maximum Sign Height		--	--	--
5. Maximum Sign Width		--	--	--
6. Maximum Letter Height		--	--	--
7. Minimum Frontyard Setback		--	--	--
8. Minimum Sideyard Setback		--	--	--
9. Minimum Mounting Height		The top of the primary entranceway, or the top of the glass portion of the storefront that also faces a public R.O.W., whichever is the highest.	The top of the primary entranceway, or the top of the glass portion of the storefront that also faces a public R.O.W., whichever is the highest.	The top of the primary entranceway, or the top of the glass portion of the storefront that also faces a public R.O.W., whichever is the highest.
10. Maximum Mounting Height		The lower of 1 ft below the roofline or 6 inches below the 2nd floor windowsill.	The lower of 1 ft below the roofline or 6 inches below the 2nd floor windowsill.	The lower of 1 ft below the roofline or 6 inches below the 2nd floor windowsill.
11. External Lighting		Permitted	Permitted	Permitted
12. Internal Lighting		Not Permitted	Permitted	Permitted
13. Changeable Copy		Not permitted	Not permitted	Not permitted

C. Directory Signs

A sign fastened on the exterior facade of a building that lists the name and address of a single home-based business, the tenants in a multi-use building, principals and associates of a firm, or indicates the location of buildings and uses in a business or industrial complex.

	Residential Districts (R15, R35, R60, R90, R100, PA)	Professional Office Districts (PO-1, PO-2)	Commercial / Industrial / Medical Districts (C1, C2, MH, IND)	Commercial within Historic District
1. Allowed in Zone	Permitted only for commercial uses	Permitted	Permitted	Permitted
2. Maximum Quantity	1 per lot	1 per entrance	1 per entrance	1 per entrance
3. Maximum Area	2 sqft	6 sqft	6 sqft	6 sqft
4. Maximum Sign Height	--	--	--	--
5. Maximum Sign Width	--	--	--	--
6. Maximum Letter Height	3 inches	3 inches	3 inches	3 inches
7. Minimum Frontyard Setback	Mounted to wall at building entrance			
8. Minimum Sideyard Setback				
9. Minimum Mounting Height	--	--	--	--
10. Maximum Mounting Height	--	--	--	--
11. External Lighting	Not permitted	Permitted	Permitted	Permitted
12. Internal Lighting	Not permitted	Not permitted	Not permitted	Not permitted
13. Changeable Copy	Not permitted	Not permitted	Not permitted	Not permitted

D. Canopy/Awning Signs

A sign that is attached to, affixed to, or printed on an awning or canopy located over a window, door, or entrance of a building.

	Residential Districts (R15, R35, R60, R90, R100, PA)	Professional Office Districts (PO-1, PO-2)	Commercial / Industrial / Medical Districts (C1, C2, MH, IND)	Commercial within Historic District
1. Allowed in Zone	Not permitted	Permitted	Permitted	Permitted
2. Maximum Quantity		1 per ground floor awning	1 per ground floor awning	1 per ground floor awning
3. Maximum Area		20 sqft	20 sqft	20 sqft
4. Maximum Sign Height		--	--	--
5. Maximum Sign Width		--	--	--
6. Maximum Letter Height		8 inches if located on the fascia or valance, 2 feet if located on the sloped portion of the awning	8 inches if located on the fascia or valance, 2 feet if located on the sloped portion of the awning	8 inches if located on the fascia or valance, 2 feet if located on the sloped portion of the awning
7. Minimum Frontyard Setback		none	none	none
8. Minimum Sideyard Setback		none	none	none
9. Minimum Mounting Height		8 ft	8 ft	8 ft
10. Maximum Mounting Height		none	none	none
11. External Lighting		Permitted	Permitted	Permitted
12. Internal Lighting		Not permitted	Not permitted	Not permitted
13. Changeable Copy		Not permitted	Not permitted	Not permitted

E. Sidewalk Signs (Formerly called portable signs)

Any sign not permanently attached to the ground or other permanent structure; or a sign designed to be transported, including but not limited to signs designed to be transported by means of wheels; signs converted to A or T frames; and menu and sandwich board signs.

	Residential Districts (R15, R35, R60, R90, R100, PA)	Professional Office Districts (PO-1, PO-2)	Commercial / Industrial / Medical Districts (C1, C2, MH, IND)	Commercial within Historic District
1. Allowed in Zone	Not permitted	Not permitted	Permitted only for Retail Uses; Only permitted during retail hours	Permitted only for Retail Uses; Only permitted during retail hours
2. Maximum Quantity			1 in front of retail business that has direct pedestrian access to the sidewalk	1 in front of retail business that has direct pedestrian access to the sidewalk
3. Maximum Area			12 sqft	12 sqft
4. Maximum Sign Height			4 ft	4 ft
5. Maximum Sign Width			3 ft	3 ft
6. Location			shall not block or impede the free flow of pedestrian traffic	shall not block or impede the free flow of pedestrian traffic
7. External Lighting			Not permitted	Not permitted
8. Internal Lighting			Not permitted	Not Permitted
9. Changeable Copy			Manual only	Manual only

F. Projecting Signs

A sign attached to and projecting out from the exterior facade or wall of a building at a 90 degree angle in such a manner that it is located completely in the public right-of-way, partially in the right-of-way or completely on private property. Internal illumination of a projecting sign is prohibited.

	Residential Districts (R15, R35, R60, R90, R100, PA)	Professional Office Districts (PO-1, PO-2)	Commercial / Industrial / Medical Districts ² (C1, C2, MH, IND)	Commercial within Historic District
1. Allowed in Zone	Not permitted	Not permitted	Permitted	Permitted
2. Maximum Quantity			1 per public street facing frontage	1 per public street facing frontage
3. Maximum Area			15 sqft	15 sqft
4. Maximum Sign Height			The lesser of not more than 1/3 of the building height, or no more than 15 ft	The lesser of not more than 1/3 of the building height, or no more than 15 ft
5. Maximum Projection in public R.O.W.			4 ft (including supports)	4 ft (including supports)
6. Orientation			Perpendicular to building frontage and oriented towards pedestrian traffic, may overhang public R.O.W.	Perpendicular to building frontage and oriented towards pedestrian traffic, may overhang public R.O.W.
7. Minimum Height above Sidewalk			8 ft above sidewalk	8 ft above sidewalk
8. Maximum Mounting Height			The lower of the roofline or 3rd floor windowsill	The lower of the roofline or 3rd floor windowsill
9. External Lighting			Permitted	Permitted
10. Internal Lighting			Permitted	Permitted
11. Changeable Copy			Not permitted	Not permitted

G. Window Signs

A permanent sign that is posted, painted, etched, placed, or affixed in or on the interior of a window for public view.

	Residential Districts (R15, R35, R60, R90, R100, PA)	Professional Office Districts (PO-1, PO-2)	Commercial / Industrial / Medical Districts (C1, C2, MH, IND)	Commercial within Historic District
1. Allowed in Zone	Not permitted	Not permitted	Permitted	Permitted
2. Maximum Quantity			--	--
3. Maximum Area			Up to 25% of the total first floor storefront window area	Up to 25% of the total first floor storefront window area
4. Maximum Sign Height			--	--
5. Maximum Sign Width			--	--
6. Maximum Letter Height			--	--
7. Minimum Frontyard Setback			--	--
8. Minimum Sideyard Setback			--	--
9. Minimum Mounting Height			--	--
10. Maximum Mounting Height			--	--
11. External Lighting			Permitted	Permitted
12. Internal Lighting			Permitted	Permitted
13. Changeable Copy			Manual only	Manual only

X Signs Exempt From Permits

A. PERMANENT SIGNS

- 1) Flags and emblems. Flags and emblems of a government organization or of a political, civil, philanthropic, educational, medical or religious organization. (From Woodbury Redevelopment)
- 2) Historical Markers. Building markers that may contain the building name, date of construction, restoration award, historical data or other pertinent information, provided that such marker does not exceed two square feet and is made of cast, cut or etched masonry, metal or similar durable material approved by the Historical Preservation Commission.
- 3) Trespassing. Signs that relate to the control of trespassing on property, provided that they do not exceed two square feet in area nor are spaced closer than 50 feet to each other.
- 4) Private/Reserved Parking. Public notice signs in private parking lots for the purpose of indicating private, reserved, or otherwise restricted parking. Private/reserved parking signs shall indicate the type of restriction, the name of the owner of the parking space, applicable hours of the day, applicable days of the week, and applicable warnings to unauthorized vehicles.
- 5) Emergency. Emergency warning signs erected by a governmental agency, public utility, pipeline company or contractor doing such work authorized or permitted by such agency, utility or company. Such signs may be illuminated.
- 6) Public notice. Any public notice required by a valid and applicable federal, state or local law, regulation or ordinance.
- 7) Customary Storefront Window Signs. Signs customary to the normal operation of business that are posted on the interior of a window for public view, provided that individually or combined with other window signs, shall not exceed 25% of the glass area of the window in which placed. Customary storefront window signs typically may

indicate whether a business is open or closed, hours of operation, availability of ATM's, credit cards accepted, or posted menu signs.

- 8) Directional Signs. Signs limited to directional messages and that do not contain a commercial message, principally for directing pedestrian and vehicular traffic, such as "one-way", "entrance", and "exit". Directional signs may not exceed three (3) square feet in area, and are not permitted in residential districts.
- 9) Interior Signs. Any sign within a building, not attached to a window or door that is not legible from the lot line on which is located said building.

B. TEMPORARY SIGNS. The following temporary signs only shall be permitted.

- 1) Banners. Banners, provided that they are temporary in nature and erected by a governmental authority or have been approved by such authority for nonprofit or charitable organizations. Banners may project over a right-of-way. A banner shall not be displayed for more than 10 consecutive days at any one time and for no more than a total of 30 days during the course of a year.
- 2) Election signs. Such signs may not exceed 32 square feet in area; may not be erected more than 45 days prior to the date of the election, referendum or other plebiscite; and shall be removed within seven days after such election, referendum or other plebiscite. No more than two signs per street frontage shall be permitted on any one property.
- 3) Real estate and contracting. Temporary real estate signs and signs of contractors, mechanics, painters, paperhangers and/or artisans, on the lot on which the real estate for rent or sale is located, or the lot on which the contracting work is being performed, shall be permitted. Said signs shall not be larger than six square feet in area nor more than four feet high in residential zones and not larger than 16 square feet in area nor more than eight feet high in commercial, institutional and industrial areas. They shall be removed within seven days of the completion of the sale or rental of the premises or completion of the work to which the sign relates.

- 4) Project development. Project development signs shall be permitted where final approval of a site plan or subdivision has been granted by a board of competent jurisdiction and which may indicate the name of the development, developer, financier or major contractor. Such signs shall not exceed 32 square feet in sign area or eight feet in height. No more than two such signs per project shall be permitted. All such signs shall be removed within 14 days of the issuance of a conditional certificate of occupancy that permits the occupation of a building, in the case of a nonresidential development, or when 75% of the dwelling units in a residential development have been issued certificate of occupancy.
- 5) Holiday decorations. Window painting or decorations for holidays such as Halloween, Thanksgiving or Christmas shall be permitted and exempt from window sign standards. However, such painting and decorations shall be strictly limited to reference to the applicable holiday and shall not include reference to any sales, promotions, merchandise, goods or services. In addition, all such decorations shall be removed within ten days of the end of the applicable holiday.
- 6) Temporary window signs. The total area of all temporary window signs shall not exceed 25% of the glass area of the window in which placed. No temporary window sign with the same message shall be displayed for more than 30 days. Temporary window signs must have the quality of a commercially or professionally prepared sign.
- 7) Temporary sale signs. The total area of all temporary sale signs, individually or combined with other window signs, shall not exceed 25% of the glass area of the window in which placed. No temporary sale signs with the same message shall be displayed for more than 30 days. Temporary sale signs must have the quality of a commercially or professionally prepared sign.
- 8) Grand opening, new ownership or management and going-out-of-business signs. Businesses which depend on a high volume of customer activity, including retail sales and retail services [as included

in Article XI, C-1 Commercial District, §202-57, Use regulations, Subsection A(8) and (9)], may utilize temporary grand opening, new ownership or management and going-out-of-business signs in accordance with the following standards:

- a) Signs for grand openings for new or relocated businesses, new ownership or management signs, going-out-of-business signs and for sales during those periods may be displayed once for a maximum of 30 days.
- b) Signs for such occasions may be paper, cloth, cardboard or other lightweight material but must have the quality of a commercially or professionally prepared permanent sign. They must be securely attached to a structure and kept in good condition. Window signs as regulated by Subsection "VI.6.B.6: Temporary window signs" may also be used for this purpose.
- c) Façade, freestanding and banner presentations may be used. Banners may not cross a street, alley or property line and may not be attached to trees, other landscaping or public property. All signs must be mounted in a way to avoid interfering with visibility needed by motorists or pedestrians.
- d) Signs shall indicate the starting and ending dates for the grand opening or special event and must be displayed on the premises in a manner easily visible from the street and the location where the sign is installed.

XI Prohibited Signs

Any sign that is not permitted by the provisions of this article is hereby prohibited, with the following signs specifically prohibited.

- A. Flashing, blinking, twinkling, animated, moving, smoking, or projected signs of any type, with the exception of time and temperature displays as otherwise permitted except as modified herein.
- B. Banners, pennants, streams, or similar devices constructed of cloth, light fabric, or cardboard, except as modified herein.

- C. Balloon or inflated signs.
- D. Searchlights.
- E. Any sign so erected, constructed, or maintained as to obstruct any fire escape, window, door or other opening used as a means of ingress and egress.
- F. Any signs that emit smoke, vapor, vibration, sound, music, or noise.
- G. Trucks, trailers or other vehicles, moving or non-moving, not used for normal day-to-day operations of the business, or not regularly moved for business related purposes shall be prohibited from use as a sign.
- H. Permanent signs that advertise continuous sales, special prices, etc. are prohibited.

XII Non-Conforming Signs

- A. All signs erected prior to the enactment of this article which do not conform with its provisions shall be deemed Pre-Existing Nonconforming Signs. Pre-Existing Nonconforming Signs may continue, provided that such signs comply with the maintenance standards of Subsection III: General Regulations.
- B. Any change in a sign installed prior to the enactment of this article, either conforming or nonconforming, shall be made in strict compliance with the provisions of this article.

XIII Abandoned Signs

- A. No person shall maintain or permit to be maintained on any premises owned or controlled by him or her, a sign which has been abandoned. An abandoned sign for the purpose of this article is a sign located on and/or related to the use of a property which becomes vacant and unoccupied; any sign which was erected for an occupant or business unrelated to the present occupant or business; or any sign which related to a time, event or purpose which is past. Any such sign shall be abated by the owner or person controlling the property within 30 days of the date of abandonment as herein defined. Any sign identifying an abandoned use, as provided for by this article, shall itself be considered to be abandoned.

XIV Violations and Penalties

- A. As per City of Woodbury Code Section 202-100 Violations and Penalties: "Any person who shall violate this chapter or do any act or thing prohibited, or refuse or fail to do any act or thing required to be done, or refuse or fail to comply with an order of the Zoning Administrative Officer or an order of the Board of Adjustment or the Board of Health of the City of Woodbury in respect hereto, shall, upon conviction thereof before any judicial officer authorized to hear and determine the matter, be subject to one or more of the following: a fine not exceeding \$1,000; imprisonment for a term not exceeding 90 days; or a period of community service not exceeding 90 days. Whenever such person shall have been officially notified by the Zoning Administrative Officer or by service of a summons in a prosecution, or in any other official manner, that he or she is committing a violation, each day's continuance of such violation after such notification shall constitute a separate offense, punishable by a like fine or penalty."



City of Woodbury

HISTORIC PRESERVATION COMMISSION

The City of Woodbury established its Historic District in 1978 to preserve its rich cultural and architectural heritage for future generations. The maintenance and rehabilitation of buildings in historic districts have positive effects on the community including the stabilization of neighborhoods, retention of or increased property values, and the creation of civic pride.

In order to preserve the historic and cultural heritage of Woodbury, all proposed exterior changes and alterations to a property located within the Historic District must first be reviewed by Woodbury's Historic Preservation Commission and approved by the Planning/Zoning Board. This includes all alterations visible from a public street, sidewalk, alley or way. If you are required to file an application to the HPC, you will need a Certificate of Appropriateness (CoA) before the permit will be issued. You may refer to Woodbury Code: Section 25-1 et seq. and Section 202-33 et seq. for more detail. You may access this code on the web at <http://ecode360.com/WO0578>

Instructions

How to apply for a Certificate of Appropriateness

YOU MUST FILE AN APPLICATION IF:

Your property is in the Historic District and If what you are changing can be seen from any street, sidewalk or ally. A map is on our website at <http://www.woodbury.nj.us/maps-historic-district-8/> or from our Construction Code office.

Prior to filing your application

In order to submit your application properly, we strongly urge you to review and consult with a Woodbury Code Enforcement Official. Our Construction Office will guide you through the process in the simplest manner. **Pages three through five of this document outline some of the basic information required, depending on the project you are undertaking.**

How to apply

- HPC applications may be obtained at the Woodbury Code Enforcement Office or downloaded from the City of Woodbury web site at <http://www.woodbury.nj.us/pdf/hpc/Instructions1.pdf> Review these instructions (Section A), **complete Section B of the application, "Application for Certificate of Appropriateness"** and submit to the Woodbury Code Enforcement Office, 33 Delaware Street, Woodbury, NJ.

Application Process

- Please submit your applications to the Woodbury Code Enforcement Office no later than **THE FIRST DAY OF THE MONTH by 3:00 p.m.** to be heard at the regular monthly meeting unless otherwise instructed by City officials.

- The HPC schedules your application for review at their monthly meeting and makes recommendations, and details these in the Co/A for each application.
- The Woodbury Planning/Zoning Board (P/Z) reviews the Co/A at their regular monthly meeting. The P/Z Board votes upon each Co/A and a decision is rendered on the application.
- The applicant contacts the Code Enforcement Office for a copy of the Co/A prior to starting any work.

Application Hearings

- The applicant has the right and is encouraged to be present at the HPC and P/Z hearings.
- **The Woodbury HPC meets the second (2nd), Wednesday of every month** with the exception of holidays and other conflicts, which may alter the schedule. The meeting begins at **7:00 p.m.**
- **The Woodbury P/Z Board meets the third (3rd) Wednesday of every month** with the exception of holidays and other conflicts, which may alter the schedule. The meeting begins at **7:00 p.m.**
- Both boards meet in City Council Chambers, City Hall, 33 Delaware Street, Woodbury, NJ 08096.

Application Submission Requirements

Submit the original application (**Section B**) and any supporting documentation, exhibits, pictures, drawings, and/or brochures to original application. Applicants are encouraged to bring samples of the material with them to the HPC meeting.

Issuance of Certificate of Appropriateness

- The Woodbury P/Z Board will issue a Co/A after reviewing the HPC recommendation. The Co/A is valid for a period of two (2) years from the date of issuance, and can be extended.
- Appeals of any P/Z Board decisions must be noted on record at the time of the P/Z Board hearing.
- If your application is denied, appeals are heard by City Council within thirty (30) days. A final decision on the application will be rendered by City Council.

Getting There

The HPC, P/Z Board, and City Council meet in Council Chambers located on the 2nd floor of City Hall, which is accessible via an elevator from the entrance via the Woodbury Public Library or a stairway in the front entrance of City Hall, 33 Delaware Street.

Contact Us

The Woodbury Code Enforcement Office: 33 Delaware St., Woodbury, NJ 08096
Phone: 856-845-1300, ext. 127, or John Leech, ext. 132. JLeech@woodbury.nj.us

Historic Preservation Commission:

Chairperson: Barry Sloane 856-845-7682, Vice-Chairperson: Paul McMahon 856-848-1922

Planning/Zoning Board:

P/Z Board Administrator: Brian Bosworth 856-845-1300, ext. 122 BBosworth@woodbury.nj.us

The next three pages are intended to provide you with guidance on your project. While not complete, these will provide you a starting point. It is strongly recommended that you provide as much information as possible with respect to the proposed work to be done and the materials that you intend to use. Photos, sketches, plans, swatches, and brochures are all very helpful and, in many cases, required in order for your application to be properly processed or reviewed.

Types of applications and Submission requirements

Additions, New Structures, and Decks

All new structures and additions are subject to zoning regulations and city ordinance standards set forth in the City of Woodbury Municipal Code. The HPC will review all plans for changes to the property that are visible from a street, place, alley, or way. For new structures, additions to existing structures, and decks, the applicant must provide detailed plans of the proposed structure along with sketches or renderings of the finished project from the vantage that is visible from the street, place, alley or way. This should include architectural details for features such as painting, landscaping, windows, walkways, roofing, fencing, etc., or any of the items described in the section below.

Doors

All door replacement applications must provide information detailing the existing condition of the door, including photos of the location. The application must include the manufacturer and a sample door replacement brochure. Repairs to existing doors do not require a Co/A as long as there are no changes to the door size, color, or materials used. The HPC recommends that doors be in kind or in the style or period of the structure.

Fencing

Fencing height and placement is subject to zoning regulations and city ordinance standards as set forth in the City of Woodbury Municipal Code for the district in which the property is located. Applications for fencing must identify the exact fencing, color and proposed area to be fenced. As part of the application, please submit a brochure for the proposed fence and a full, clear copy of the site plan and/or survey of property. The HPC recommends the use of natural materials such as wood or iron, or materials that replicate the look of wood or iron.

Landscaping/Hardscaping

Landscaping applications should include all replacements, additions and/or alterations of current landscaping features including trees, shrubs, gardens, walkways, retaining walls, driveways and other hardscaping features visible from the public street, place, alley or way. The application must contain a detailed plan of the landscaping, including the specific plants to be used and their location as well as sample(s) and/or brochure(s) indicating materials and color selections. HPC recommends the use of native plants and trees in the landscape.

Painting (exterior)

Please specifically identify all exterior paint to be used by indicating both the brand and color name. Swatches or samples (boards/palettes) of proposed colors must be submitted with the application. The applicant should also submit sketches and/or photos showing generally **where each color will be placed on the structure**. The HPC recommends the applicant visit a paint store to find historic color palettes. Please contact the HPC for assistance with paint selection and palettes.

Roofing

Applications for roofing must identify the manufacturer and color of the proposed roofing materials. The applicant should include details of the specific material, pattern and color selection by submitting a brochure(s) and/or shingle sample with the application along with photos of the existing roof area to be modified. Emergency repairs of a roof are permitted and can be expeditiously approved by the HPC prior to issuing a construction permit. The HPC recommends that roofing materials be selected in the style and period of the structure. For example, there are many composite materials available that replicate materials such as slate.

Sidewalks/Walkways

All sidewalks and walkways are subject to zoning regulations and town ordinance standards as set forth in the Woodbury Municipal Code. Applications for the installation of new and/or replacement walkways should include a rendering of the proposed changes and the materials to be used along with color selection.

Siding

All siding applications must identify the manufacture, composition materials and color of the proposed siding that is planned. If windows are to be replaced, see the section on windows. Please include photographs of the structure to be sided and include views taken from the street and showing the streetscape. In addition, photographs that illustrate any architectural detail that will be replaced, removed, or repaired should be included in the application. If areas of the structure are to be repaired and painted, please include details from the section on painting. It is helpful to bring a sample of proposed siding (either actual sample or company catalog illustrating the proposed siding) to the HPC meeting.

Vinyl materials are generally discouraged on historically significant properties and it is preferred that property owners repair or replace siding using the original materials of the structure. There are many modern materials available for historic buildings that mimic the authentic details and give a property character in our Historic District. The HPC recommends property owners consider these types of materials over vinyl siding or replacement siding.

Signs

Signage requirements are subject to **zoning regulations & municipal ordinances** as set forth in the Woodbury Municipal Code. As part of the sign application, please provide a detailed rendering of the proposed sign and include all dimensions and materials to be used along with lettering and colors. Additionally, identify where the proposed sign will be located on the premises and proposed lighting, if any. Photos of the building and proposed locations should be submitted with the application.

All sign applications must include a signed and sealed copy of the sign design rendered by a NJ Licensed design professional.

Windows

All window replacement applications must provide information detailing the existing condition of the windows, including photos. The application must include the replacement window manufacturer and a sample window brochure. Repairs to existing windows do not require a Co/A as long as there are no changes to the window size, color, or materials used. The HPC recommends applicants of historical properties restore and repair windows rather than replace them and can provide the property owner with alternative solutions to replacements.

CHECKLIST

BEFORE YOU SUBMIT YOUR APPLICATION

This checklist is provided to assist you in assembling the right information for your application. **This is a guide and is not considered a comprehensive list.** It is recommended that the applicant supply as much information as possible with the submission of the application. If you have any questions about what to include, please contact the construction office. Incomplete application packages may result in delays in the application process or denial of the application.

Additions/New Construction/Decks

- Completed application form.
- General photograph showing structure site and surrounding properties.
- Site plan/survey showing proposed structure location, walkways, landscaping.
- Drawings of all elevations visible from the street
- Samples of exterior materials (company catalog illustrating siding, roofing, windows, doors, paint colors, etc.).

Fencing

- Completed application form including brand/make, color, material and proposed heights.
- Photograph(s) of the property and photo from street showing structure.
- Site plan/survey showing location of the proposed fence.
- Sample of proposed fence (company catalog, brochure illustrating the proposed fence).

Landscaping/Hardscaping

- Completed application form.
- General photograph(s) of the property.
- Site plan/survey showing proposed landscaping elements and placement.
- Samples of all improved/added elements including paving bricks/pavers, wall material, lighting, bushes, trees, etc. This can be in the form of a company catalog illustrating proposed elements and include manufacturer, color, and materials.

Painting

- Completed application form.
- Photograph of structure to be painted.
- Samples of paint colors (paint chips, paint company brochure of colors, or similar samples).
- Sketch and/or marked photograph(s) showing location of where proposed colors are to be placed.

Roofing

- Completed application form including brand/make and color selection.
- General photograph from the street of structure to be roofed.
- Photographs showing existing roof and areas that will be replaced.
- Sample of proposed roofing material (either actual sample or company catalog illustrating the proposed roofing material).

Siding

- Completed application form including brand and color selection(s)
- Photograph of structure to be sided taken from the street
- Photograph that illustrate location of proposed siding placement.
- Sample of proposed siding (either actual sample or company catalog illustrating the proposed siding).

Signage

- Completed application form including proposed wording, dimensions, material and colors, include lighting details
- Photograph of structure showing proposed location of sign
- Drawing/rendering of proposed sign detailing size, type of lettering, colors and any logo/illustrations/graphics
- The size (proposed dimensions), type of sign material(s), including samples, color(s) including samples, and location of any proposed lighting.

Windows/Doors/Storm Windows

- Completed application form that includes number of windows/doors to be replaced, size, materials, colors
- General photograph of the structure taken from street
- Photograph of existing window(s)/door(s)
- Sample of proposed window/door (company catalog illustrating the proposed window/door)

This Area for Code Enforcement Office Use ONLY:	Application Received: _____, 20__
HPC Meeting Date _____, 20__	P/Z Board Meeting: _____, 20__

City of Woodbury

HISTORIC PRESERVATION COMMISSION

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Applications must be submitted to the Woodbury Code Enforcement Office no later than **THE FIRST DAY OF THE MONTH** by **3:00 p.m.** to be heard at that month's regular meeting. Submit original application. Attach any exhibits, pictures, drawings, and/or brochures to original application. Applicants are asked to bring any large or oversized samples with them to the HPC meeting. **Please print all information clearly.**

Address of Property _____

Block _____ Lot _____ Zoning Classification: Residential Commercial Other _____

Applicant Name _____
(owner or authorized representative)

Address _____
No. Street

City _____ State _____ Zip _____

Home # _____ Work # _____ Cell # _____

Email _____

Property Owner (if different from applicant) _____

Address _____
No. Street

City _____ State _____ Zip _____

Home # _____ Work # _____ Cell # _____

Email _____

Commercial Building – Business Name _____

Business Owner's Name _____

Business # _____

Cell # _____

Fax # _____

Detailed description of proposed changes

Check if application includes attached document(s) with further description.

Reasons for changes

Check if application includes attached document(s) with further reasons for change.

Materials

Check if application includes attached document(s) with further materials.

I hereby certify that I am the ___ owner or ___ agent/representative for owner of record, and that I am authorized to make this application.

Name (Please Print Clearly) *Date*

Signature of Applicant