

Project

Name \_\_\_\_\_

Date: \_\_\_\_\_

**Town of Freeport**  
**DESIGN REVIEW - SIGN APPLICATION REQUIREMENTS**

*The following items shall be included with all applications for Design Review Certificates for new signs and/or sign modifications requiring review. For exterior alterations, please refer to "Design Review Application Checklist – Exterior Alterations". Please note that the Project Review Board may request additional information if it is required for the Project Review Board to make a decision on an application.*

- 1) Please attach current photos of the building and site, specifically showing the locations for which signs are proposed.
- 2) Scaled drawings or photorenderings showing the location of the signs on the building are encouraged.
- 3) Attach detailed drawing of the signs, drawn to scale, noting:
  - a) All materials;
  - b) Actual fonts, letterings, logos, and graphics to be used;
  - c) Accurate colors (attach color chips from manufacturer, if required);
  - d) Dimensions of sign(s) and any posts etc;
  - e) Details on how sign(s) will be attached/mounted;
  - f) If external illumination is proposed, details on lighting including cut sheets and how lighting will be screened (if ground lights).

**Please refer to the Town of Freeport – Chapter 22 Design Review Ordinance for additional information and standards.**