

THE CITY OF NEW YORK
DEPARTMENT OF BUILDINGS

DEPARTMENTAL MEMORANDUM

DATE: October 12, 1979

TO: BOROUGH SUPERINTENDENTS
FROM: IRWIN FRUCHTMAN, P. E., COMMISSIONER *JF*
SUBJECT: ADVERTISING SIGNS

It is anticipated that many applications will be filed in the near future to legalize, amend and/or modify existing advertising signs in all of the boroughs except Staten Island. We presently have numerous violations outstanding; and, it is anticipated that, in cooperation with the New York State Department of Transportation, there will be some increased enforcement of building laws relating to advertising signs in order to assure compliance with the Federal Highway Beautification Act.

In order to facilitate uniform and expeditious processing of the application, and the resolution of violations, the following procedures shall be adhered to:

- The following categories of applications shall be adhered to for the types of signs noted, and the status of filing ascertained by the application from the department's records:

<u>CATEGORY</u>	<u>NOT PREVIOUSLY FILED</u>	<u>PREVIOUSLY FILED</u>
Ground Sign (non-illum.)	New BN filed (Engr. or Arch. to file if significant structure)	New BN filed to change from business to advertising category
Ground Sign (illum.)	New BN & ES (Engr. or Arch. to file if significant structure)	ES filed for illumination & change to advertising New BN not necessary
Wall Sign or Wall Panel (non-illum.)	New BN (no PE or RA required)	---
Wall Sign or Wall Panel (illum.)	New ES	New ES (change to adv.)

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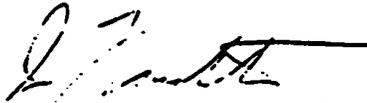
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<u>CATEGORY</u>	<u>NOT PREVIOUSLY FILED</u>	<u>PREVIOUSLY FILED</u>
Roof Sign (non-illum.)	New BN filed (must be filed by PE or RA)	New BN filed to change from business to adv.
Roof Sign (illum.)	New BN & ES (must be filed by PE or RA)	ES filed, for illum. & change to Adv.

2. These applications shall be examined in normal sequence unless otherwise directed (except for applications noted by the applicant to be the subject of an appeal to the Board of Standards & Appeals for a zoning variance) and shall be reviewed based on both the present provisions of the Zoning Resolution (as well as pertinent code provisions), and the contemplated proposed zoning amendment (copy enclosed). The objections, if any, should reflect whether, if the amendments are adopted, the application is approvable.
3. Applications for which zoning variances have been obtained are to be re-examined expeditiously, and approved if in full conformance with the variance. Should any violation be cured by such variance, a permit is to be promptly issued, and any pending court action dismissed.
4. If the proposed zoning amendments are adopted, the applications are to be expeditiously approved, permits issued, and violations dismissed, with any pending court action withdrawn.
5. Some of the outstanding violations might be cured if, in addition to adoption of the enclosed proposed zoning amendments, the signs are reduced in areas to less than 1200 square feet (in C or M districts only). It will be necessary under these circumstances for the sign panel to be reduced in size, not merely for the signage material to be reduced in size. However, structural elements remaining exposed after reduction of the sign panel shall not be considered as part of the sign area.

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6. A continuous record is to be kept of the applications filed to cure the outstanding violations, whether an appeal has been filed with the Board thereon, when approved, and when the violation is dismissed. A copy of such report forwarded to this office on a bi-weekly basis.
7. Any violations issued for premises for which either no applications are filed in the near future or, if filed, are not diligently processed by the applicant, shall be vigorously enforced.
8. If any questions or unique problems arise, or clarification is necessary, contact Assistant Plan Examiner Hendy promptly at 248-8772.



Irwin Fruchtman, P.E.
Commissioner

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