



Media Agreement and Project Sign Master Specification

Media Agreement

All projects participating in the New York State Historic Preservation Tax Credit Program for commercial properties shall comply with the following media guidelines and project signage requirements:

- The New York State Office of Parks, Recreation, and Historic Preservation (OPRHP) shall be informed in advance of any promotional media activity related to the project, including the planning and execution of ground breakings and ribbon cuttings.
- Professional quality promotional photos of the completed project shall be provided to OPRHP.
- A Project Sign shall be posted at the project construction site(s). Sign graphics shall be in accordance with the specifications below and the Project Sign template provided by NYS OPRHP.
- The cost of the production of the sign can be subtracted from the Part 3 review fee to NYS.

Property Information:

Street Address

City/Town/Village

County

Signature of Owner or Authorized Project Representative

Date

Project Sign Master Specification

All signs shall meet the following master specification:

1. Include the following text in this order in the middle white band:
 - a. Property name
 - b. Original building construction date
2. The Project Sign shall be fabricated by a professional sign manufacturer, per the following specifications:
 - a. Four feet by six feet exterior grade printed signs, such as closed cell PVC foamboard, mounted on APA exterior grade sheets
 - b. Lettering and striping shall be uniform with sharp, neat profiles
 - c. Size of text and logos to be proportional to that shown on the sign template
 - d. Font: Arial & Arial Bold
 - e. Sign colors: see adjoining sign graphic template file
3. A proof of the sign should be sent to your OPRHP project reviewer before fabrication and installation.
4. Sign Installation:
 - a. Install sign within one week from commencement of work at the site.
 - b. Submit a photograph of the installed sign to your OPRHP project reviewer.
 - c. Install sign in accordance with all laws and codes having jurisdiction.
 - d. Erect sign in a prominent location, secure from vandalism.
 - e. Provide individual signs at non-contiguous scattered site projects.
 - f. Maintain each sign plumb, level and in good condition for the duration of construction.
 - g. Maintain each project sign at the property for 60 days after completion of the construction or initial occupancy, whichever duration is longer.