

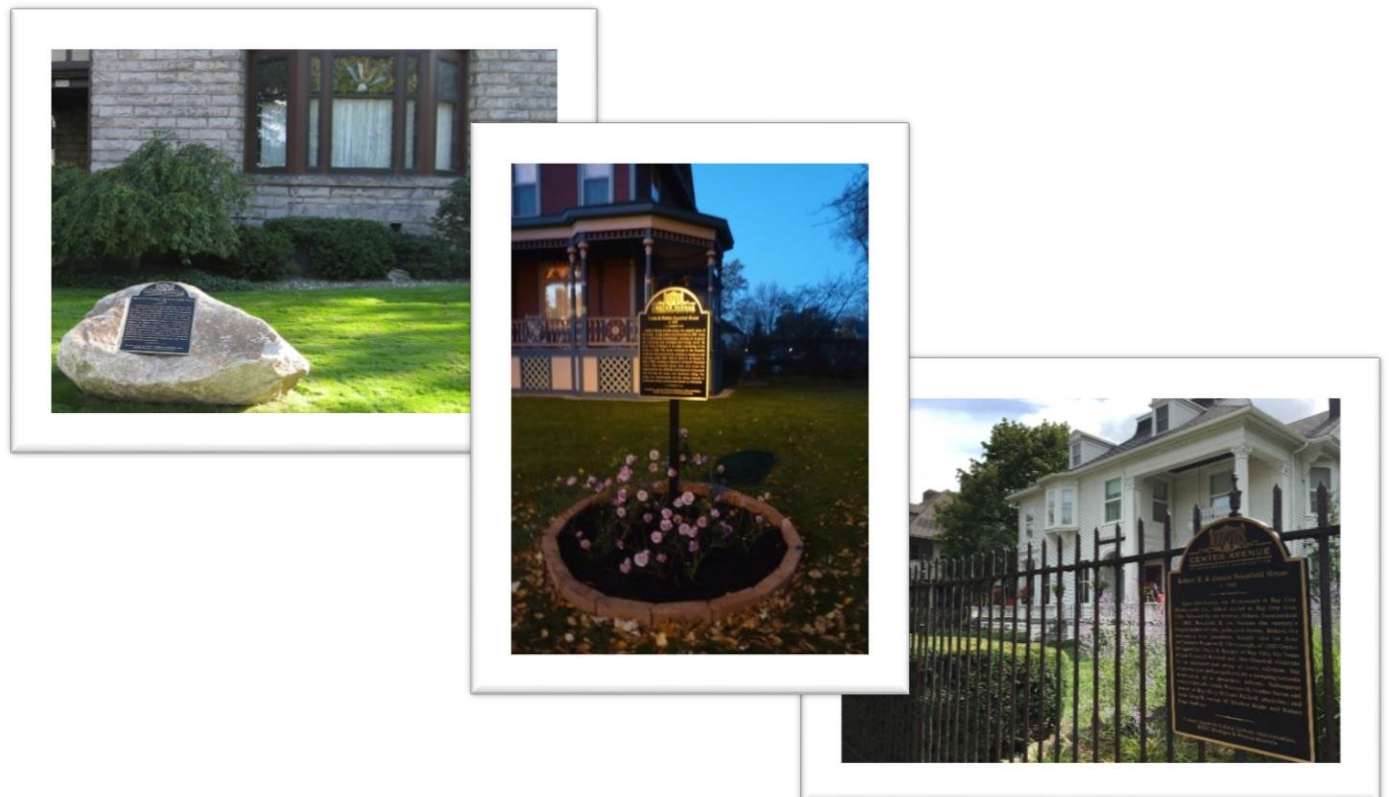


Interpretive Signage Program Guidelines

The Center Avenue Neighborhood Association was born from a need to protect the rich architectural legacy in the Center Avenue Neighborhood Historic District. CANA's mission recognizes the need to educate our neighbors and visitors of the historic significance of our structures. To this end, CANA will offer a limited number of sponsorships to owners of historic structures to assist in the purchase of Interpretive Signage to be displayed in front of their historic structures. Interpretive signage not only provides passersby with a description of a structure, but also provides our neighbors with a deeper understanding of their history and culture, promoting a sense of pride and belonging.

Over 25 signs have been purchased and installed throughout the Center Avenue Neighborhood Historic District. Many of these are part of the CANA walking tour brochure available at canabaycity.org.

CANA invites our neighbors to proudly display their passion for their historic homes, their heritage, and culture by applying for a CANA Interpretive Sign.



Program Terms and Conditions

1. The CANA Historic Signage Program is available only to Residential/Voting Members in good standing (Preservationist level or above) or Commercial Partners (Advocate level).
2. The property shall be located within the Center Avenue Neighborhood Historic District and be of historic or architectural significance. Historic significance is defined by a property's association with an event, person, or example of an architectural style of high style/quality/craftsmanship as recognized by the CANA Board of Directors. Also:
 - a. Property is in good condition and has a high level of integrity – and –
 - b. Any modifications to the building should be in the spirit of the original – and –
 - c. Building must be at least 50 years old – and –
 - d. In Dale Wolicki's book, *The Historic Architecture of Bay City*, or In the Bay City Times book, *A Tour of Bay City's Fabulous Architecture*, or listed as a contributing resource in the Center Avenue Neighborhood Historic District of the National Register of Historic Places – or –
 - e. Other qualifications as determined by the CANA
3. A completed application form must be submitted by the current owner of the structure.
4. The interpretive sign must be placed within proximity of the public sidewalk so as to be seen by the public.
5. The Center Avenue Neighborhood Association (CANA) will work with the owner of the historic structure (owner) to develop the verbiage for use on the sign. The owner is to provide key points and/or a draft version of copy on the reverse side of this application including: construction date, names of the original owners, and key points of interest, if available.
6. The owner gives permission for their structure's description to be used in CANA walking tour materials, both in print and electronic forms.
7. The owner agrees to obtain approval from the Historic District Commission (HDC) for exterior changes to the structure as required.
8. Plaques are available to owners for a cost of \$500.00. Checks will be written to CANA by the owner and submitted with the program application. The CANA sponsorship will pay for the balance of the sign, post and mounting hardware, approximately \$1,200. Owners are responsible for the cost of installing their signage. All orders will be placed through CANA.
9. Receipt of interpretive signs is subject to manufacturing lead-time.
10. Homeowners agree to install the Interpretive Sign in its permanent position within 3 months of receipt.
11. Applicants must agree to stipulate in any future sale that the sign will remain with the property if the property is sold and its lettering will not be changed. New owners should

agree to this as a condition of purchase. Should new owners not agree to these conditions, the post and sign will be reclaimed by CANA.

12. Sponsorships are issued at the discretion of the CANA Board of Directors/Trustees. Zero to five sponsorships may be issued in a calendar year based on qualified candidates and funding availability.
13. Sponsorships are determined by a majority vote of the CANA Board of Directors at the monthly Board Meeting.

Sign Design and Manufacture

1. Signs will be 18 x 24 inches and will include the Association's logo, the original name of the house/year of construction (e.g., "William and Jessie Clements House/circa 1887"), and a narrative description of the property's historic significance, not to exceed 800 characters, including spaces. Note that the sign will also include a funding acknowledgement of 60 characters: Funded in part by the Center Avenue Neighborhood Association. (Note that the "and" in the title may be changed to "&" and numbers may be presented in words or numerals, depending on space needs within the character limit.)
2. The narrative should not recognize current property owners or other living persons unless such information is relevant to the property's historic significance, nor should it provide directional information.
3. Signs will be placed on private property within 3 feet of the public sidewalk so they can be easily seen, unless approval is received from the CANA Board of Directors.
4. The installation and maintenance of the marker are the responsibility of the property owner. CANA reserves the right to repair the sign, if necessary.
5. For standard mounting, the pole and mounting hardware are included with the sign. The homeowner is responsible for any additional hardware or installation charges.

If you have any questions or need additional information, please e-mail canabaycity@gmail.com.



Interpretive Signage Program Application

Applicant Information:

First Name: _____ Last Name: _____

Organization (if Applicable): _____

Phone Number: _____ E-Mail Address: _____

Street Address of Property: _____

City: _____ State: _____ Zip Code: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Historic Name of Property (if applicable): _____

Desired Mounting:

Standard Pole (the pole should be buried 3-4 feet into the ground in cement, leaving 4-5 feet above the ground on which to mount the sign)

Custom (requires approval by the CANA Board of Directors)

Please describe how you wish to mount the sign: _____

Desired Location (may require approval): _____

Please attach the proposed text (applicants are encouraged to draft text that highlights the property's distinctive history and piques the reader's interest, including details such as architect, builder, and style). The text will be reviewed and edited by the CANA Board and a draft presented to the applicant prior to final preparation of the sign. Please note that the CANA Board has final approval of all text submitted.

Please enclose a check made out to the Center Avenue Neighborhood Association for \$300 and mail the completed application to CANA, PO Box 839, Bay City, MI, 48707-0839. Once the sign is ordered, the \$300 is nonrefundable.

The recipient of this sign understands that the purpose of the interpretive signage program is to recognize buildings that authentically represent Bay City's architectural heritage and to symbolize the special stewardship of this heritage. The recipient agrees to all program terms and conditions.

Signature of Applicant / Date: _____

If you have any questions or need additional information, please e-mail canabaycity@gmail.com.

For Committee Use Only: Approved: _____ Denied _____

Location Approved: _____ Postmark Date: _____