

SIGN PERMIT PROCEDURE

A. No sign shall be erected, moved, added to, or structurally changed without a permit therefore, issued by the Codes Official. Any sign application meeting all the requirements as set forth in the law may be issued a permit by the Codes Official without further review. Questions of interpretation and/or requests for variance shall be forwarded through the Codes Official to the Planning Board for Action.

B. All applications for sign permits shall be accompanied by a sketch or plans, showing the actual dimensions, shape, coloring, lettering and height of the sign, and details of any planned illuminating device; the sign location with respect to property lines, building, any existing signs, and such other information as may lawfully be required by the Codes Official to determine conformance with and to provide for the enforcement of this law.

C. Exceptions: a sign to be repainted or repaired to exact duplication of the original shall not require a permit. A sign to be repainted utilizing a different color scheme than the original shall require only a sketch, including color.

D. The Codes Official shall process within seven (7) days of receipt a completed application form and required fee and within the same seven (7) days any questions of interpretation shall be referred to the Planning Board for action.

E. The Planning Board shall within twenty-one (21) days of receiving such plans approve, approve with modifications, or disapprove said plans. The Board shall report to the applicant, and if said plans are rejected shall indicate the reason or reasons therefore. An aggrieved applicant shall be entitled to request a variance pursuant to Section IX.

APPLICATION FOR A SIGN PERMIT

- 1. Name of Applicant _____
- 2. Address of Applicant _____

- 3. Business Name _____
- 4. Business Address _____

- 5. Name of Property Owner
(if different from applicant) _____
- 6. Zoning District _____
- 7. Address where sign located _____
- 8. Free Standing(Description how anchored) _____

- 9. Projecting(Description how attached) _____

- 10. Electric (Type of illumination) _____
A) Type of wire used _____

- 11. Awning Sign (Height above street) _____
- 12. Anticipated date of installation _____

Applicant Signature _____ Date _____

Property Owner Signature _____ Date _____

*Please attach sketch as per instructions

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Fee _____

Code Enforcement Signature _____ Date _____

Approved _____ Date _____

Referred to Planning Board for Approval _____ Date _____