



OLD VALUES - NEW HORIZONS
COMMUNITY DEVELOPMENT

PO Box 120, Windham, New Hampshire 03087
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www.WindhamNewHampshire.com

Permanent Sign Permit Application

Application Instructions:

1. Complete the application form. Failure to provide any of the information required for the filing of this application shall be cause for the rejection of this application.
2. Review the sign regulations in Section 706 of the Town of Windham Zoning Ordinance and Land Use Regulations.
3. Owner/owners must supply written authorization to allow agents and/or other representatives, to apply on the owner/owners behalf.
4. Planning Board approval is required for all new or relocated freestanding signs and all non-residential awning signs, unless already approved by the Planning Board through Site Plan approval.
5. An Electrical Permit is required for any sign that is illuminated or requires any type of electrical work.

Applicant _____

Phone _____

Applicant Email _____

Applicant Mailing Address _____

Property Owner (if different from applicant) _____

Phone _____

Owner Mailing Address _____

Sign Location _____

Zoning District _____ **Tax Map Number (Map – Block – Lot)** _____

(turn over)

Staff Use Only

Received by: _____ **Date** _____ **Permit No.** _____

Permit Fee \$25 + \$2 per Sq Foot **Total Cost** _____ **Cash/Check No.** _____

Approved by: _____ **Date** _____
Code Enforcement Administrator

PLEASE RESPOND TO EACH OF THE FOLLOWING SECTIONS:

1. TYPE OF SIGN(S) (check all that apply):

- Awning
- Illuminated
- Directional
- Changeable Copy
- Projecting
- Free Standing
- Wall

2. Attach to this application COLOR ILLUSTRATIONS OF ALL PROPOSED SIGNS which must depict:

- a. Content/copy of proposed signs(s)
- b. Location(s) on building (if applicable)
- c. Dimensions of each proposed sign (length, width, height and total square footage)
- d. Mounting/Installation Specifications for each sign

3. If a wall sign is proposed, provide the dimensions of the *building façade* on which the proposed wall sign will be located, or, if the building is occupied by more than one tenant, provide the dimensions of the *façade of the tenant space*:

Length of building façade or tenant space façade: _____ feet
Height of building façade or tenant space façade: _____ feet

4. If a new or relocated freestanding sign is proposed, attach to this application 14 COPIES of a sketch, diagram or plot plan for the property on which the proposed sign(s) will be located depicting:

- a. Lot lines
- b. Existing buildings
- c. Abutting streets
- d. Location of all existing and proposed freestanding signs
- e. Distance of proposed sign(s) from all lot lines

I have read this application and state that, to the best of my knowledge, the information provided is true and that the permanent sign(s) will comply with the sign regulations in Section 706 of the Town of Windham Zoning Ordinance and Land Use Regulations.

I understand that if the proposed signs or signs require electrical work, an Electrical Permit Application must be submitted to the Town of Windham Building Inspector and that this Sign Permit is null and void without an approval Electrical Permit.

Applicant Signature

Date

Owner Signature (if different from applicant)

Date