

Checklist for Sign Permit Application

THIS LIST MUST BE COMPLETED BEFORE SIGN APPLICATION WILL BE ACCEPTED

Please answer the following questions:

Replacement of an Existing Sign? Y/N

IF "YES", ANSWER:

Are there any changes from the existing sign size and/or location of existing sign? Y/N

IF "NO", SKIP TO ITEM "C" BELOW.

IF "YES", PLANNING BOARD APPROVAL IS REQUIRED

If sign is illuminated, has an Electrical Permit been applied for? Y/N

IF "YES", ATTACH DETAILS ON LIGHTING

If a free-standing sign or directional sign, Are signs located in Clear Sight Triangle**? Y/N

Does the sign extend above the Roof-line? Y/N

Does the sign obstruct any doors, windows, or fire escapes? Y/N

***All signs shall not interfere with the Clear Sight Triangle (defined in Section 702.2); shall not be positioned so as to obstruct or be a hazard to traffic on a road, or to traffic entering or leaving the premises; and shall not create dangerous conditions with respect to pedestrians or vehicular traffic. No signs shall be erected so as to obstruct any doors, windows, or fire escapes of a building, Per Sign Regulations, Section 706.5.10*

Please attach the following information with your permit application:

- A. Plan of the site with the setbacks for all freestanding signs and directional signs (must include setback distance from all roads, driveways, buildings, and property lines shown.
- B. If a wall Sign is proposed, include the length and height of the façade of the building.

Length_____ **Height**_____
- C. If replacing an existing sign and using the same casing, please include the dimensions of the proposed new panel and a color-illustration of what the proposed new sign will look like. Include a plan of the site for the sign that is being replaced.
- D. Is property, where proposed sign to be located, occupied by multiple tenants? Y/N
***If property is occupied by multiple tenants you must include:**
 - i. The number of existing signs on the property
 - ii. Square footage of each sign on property
 - iii. Total square footage of signage on property
 - iv. Location of each sign on the property

By signing this, I confirm that this checklist is complete and accurate to the best of my knowledge

Applicant

Date

Owner

Date