



OLD VALUES - NEW HORIZONS
COMMUNITY DEVELOPMENT

PO Box 120, Windham, New Hampshire 03087
(603) 432-3806 / Fax (603) 432-7362
www.WindhamNewHampshire.com

Temporary 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. Owner/owners must supply written authorization to allow agents and/or other representatives, to apply on the owner/owners behalf.
3. Review the temporary sign regulations in Section 706.6 of the Zoning Ordinance on the reverse side of this form.
4. Please submit application (10) days prior to your desired start of display date.

Applicant _____ Phone _____

Applicant Email _____

Applicant Mailing Address _____

Property Owner (If different from applicant) _____ Phone _____

Owner Mailing Address _____

Sign Location _____

Event/Product Advertised _____

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

Start Date of Display _____ **End Date of Display** _____

PLEASE RESPOND TO EACH OF THE FOLLOWING SECTIONS:

1. **Circle One:** Banner Sign or Free Standing Sign
2. **Sign Dimensions (ft):** Length _____ Width _____ Total Sq. Ft. _____
3. **Attach the following to this application:**
 - a. Color Illustrations of Proposed Temporary Sign including the sign content/copy
 - b. Mounting/Installation Specifications

I have read this application and state that, to the best of my knowledge, the information provided is true and that the proposed temporary sign will comply with the temporary sign regulations in Section 706.6 of the Zoning Ordinance set forth on the reverse side of this form.

Applicant Signature *Date* *Owner Signature (if different from applicant)* *Date*

Staff Use Only

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

Received by: _____ **Fee \$15** **Check No.** _____ **OR Cash** _____

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

TEMPORARY SIGN REGULATIONS

The proposed temporary sign must comply with the temporary sign regulations set forth in **Section 706.6** of the Town of Windham Zoning Ordinance and Land Use Regulations. The regulations are as follows:

706.6.1 Temporary signs tacked, nailed, posted, or otherwise attached to trees, stakes, fences, or other objects advertising matter not applicable to the premises where located shall not be permitted.

706.6.2 In Business Commercial A and B, Gateway Commercial, Limited Industrial, Neighborhood Business, Professional Business and Technology, and Village Center District; one unlighted on-premise temporary sign shall be allowed at a time for a business, provided:

706.6.2.1 Each temporary sign shall require a temporary sign permit, issued by the Code Enforcement Administrator. The exception to this is a temporary A-frame sandwich board sign as detailed in Section 706.6.2.6.

706.6.2.2 The temporary sign shall be a maximum of 24 sq. ft in area. And shall comply with the height, and setback requirements for the district in which it is located;

706.6.2.3 The temporary sign shall be securely anchored at a stationary location; shall be non-motorized and non-moving; and shall not be lit or illuminated in any way;

706.6.2.4 Such signs shall not be displayed for more than 15 consecutive days and the Temporary Sign Permit for each may be renewed once, for a consecutive period of an additional 15 consecutive days. There must be a period of fourteen (14) days between the end date of one temporary sign permit and the start date of another. The exceptions to this are seasonal agricultural signs which may be displayed for the duration of the season of the item advertised.

706.6.2.5 The nature of allowed temporary signs shall be event related or product related.

706.6.2.6 One (1) temporary A-frame sandwich board sign, maximum 4' in height and 2' in width, is permitted per business and does not require a temporary sign permit. The sign must be placed on the sidewalk or area directly in front of the business at a distance no greater than 2' from the building, and must not impede pedestrian or handicapped access to the business or adjacent businesses. The sandwich board sign shall be removed when the business is not in operation, or when weather conditions, such as wind, create potentially hazardous situations,

706.6.2.7 Any Windham Civic Organization, non-profit group, religious, educational, or other similar entity, may, after receiving a Temporary Sign Permit, place a temporary sign, a maximum of 24 sq. ft. in area and advertising an event for that meeting or group, on Town-owned property or within the Town right-of-way.

706.6.2.8 Per state law no temporary sign may be placed on State-owned property or within the State right-of-way, as referenced by NH RSA 236:69-89 and enforcement shall be through the NH Department of Transportation.