



HANOVER, NEW HAMPSHIRE 03755
Department of Planning and Zoning
P.O. Box 483 (603) 643-0708

SIGN / AWNING PERMIT INFORMATION SHEET

An application for a sign/awning permit shall be made upon the form titled, Application for Zoning & Building Permit Signs & Awnings. The application **must** be accompanied by the following:

ZONING REVIEW:

- _____ **Plot plan, site sketch or photograph** indicating proposed location.
- _____ **Sketch or photograph of proposed sign**, showing exact dimensions of the total surface area and proposed text or graphics.
- _____ **List of existing signs on the property**, including dimensions. (Please see Property Owner/Manager for assistance.)
- _____ **Property owner and business owner information and signatures.**
- _____ **\$35.00 Zoning Review fee**

CODE REVIEW (required for free-standing signs and/or those involving electrical work):

- _____ **Construction documents** showing dimensions, materials, foundation and wiring details
- _____ **Estimated Construction Cost**
- _____ **\$30.00 Code Review fee**

Zoning Permit #: _____
Approved: _____
Appeal Expires: _____

Building Permit #: _____
Approved: _____
Date Received: _____



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APPLICATION FOR ZONING & BUILDING PERMIT Signs & Awnings

Property Owner: _____ Mailing Address: _____
Signature: _____ Town/Zip: _____
(or letter of agent authorization with owner's signature) Phone: _____

Project Agent:* _____ Mailing Address: _____
Signature: _____ Town/Zip: _____
Phone: _____

* ALL correspondence will be mailed to the Project Agent including Certificate of Completion.

Sign / Awning Location Address: _____
Tax Map: _____ Lot #: _____ Zoning District: _____

Use or activity sign relates to: _____
(Business Name)

Proposed Sign:

Temporary

Permanent

Free standing (Building Permit required for foundation review.)

Building mounted

Replacing an existing sign Sign being replaced: _____

Illuminated (Building Permit required for electrical review.)

Electrician Name & License No. _____

Permit Fees:

Code Review: \$ _____ \$30 if applicable Estimated Construction Cost* \$ _____

Zoning Review: \$ 35.00 _____ (*only required if Code Review needed)

TOTAL FEE: _____ Date Paid: _____

FOR OFFICE USE ONLY

PERMITTED USE: Zoning § #: 317

In Accordance with Section 1001.6 of the Zoning Ordinance, this Permit is posted on: ____/____/____ .

The 15-day Appeal Period will expire on: ____/____/____.

Upon issuance of a valid Building Permit, work may begin **at the owner's risk** prior to the expiration of the 15-day Appeal Period.

Permit Approval is Subject to the following Conditions:

The Zoning Permit for the above project is hereby issued.

Signed: _____
Zoning Administrator

Date: ____/____/____

The Building Permit for the above project is hereby issued.

Signed: _____
Building Inspector

Date: ____/____/____

NOTE: Any changes to the application information must be submitted in writing for review and approval before signs are posted.



Dear Applicant / Owner:

Enclosed is your Zoning Permit for temporary construction signs.

The Permit is valid for a period of 12 months from the date of issuance. Forms for renewal are available in the Planning & Zoning Office.

Temporary construction signs are regulated under Article III, Section 317.5 of the adopted Zoning Ordinance which states,

“Temporary Signs for Construction Purposes:

In any district, signs which exceed the limitations of Sections 317.2, 317.3, and 317.4 above, will be allowed as follows:

- A. The signs shall not exceed 12 square feet in area, shall be used only incidental to construction projects, and shall refer to a use or activity occurring on the lot on which they are situated.
- B. It shall be a condition of the zoning permit issued for such a sign that the sign be removed at the end of the construction period of up to one year. Such permits may be renewed for one year if construction continues for that period.
- C. Such signs shall comply with Section 317.1A, B, D, E and G of this Ordinance.”

If you have any questions, please contact Judy Brotman at 640-3213.

Sincerely,

Hanover Zoning Department