City of Somersworth, New Hampshire
Sign Permit Application

Please complete the following application and submit it to the Planning Department, along with a $50.00 application fee, to be reviewed by the Sign Review Committee. Once the Sign Review Committee deems the application complete, please allow up to two (2) weeks for your application to be processed.

Address of proposed sign(s):_____

Assessor's Map:_____Lot:_____Zoning District:_____

Applicant:_____

Address (Street/City/State/Zip):_____

Phone number(s):_____

Property Owner:_____

Address (Street/City/State/Zip):_____

Phone number(s):_____

Is the proposed sign a permanent sign or temporary sign?_____
For temporary signs, please only answer questions 3 through 11.

1. How many signs currently exist on the property?_____

   1.a. How many of the existing signs are being removed?_____

   1.b. What is the total area of all existing signs that will remain on the property?_____

2. What is the frontage of the principal building on the property?_____

3. How many signs are you proposing?_____

Please answer the following questions for each proposed sign. If you are proposing more than three signs, please use "Additional Proposed Signage" form.

	Sign 1	Sign 2	Sign 3
4. What type of sign are you proposing: freestanding, wall-mounted, projecting, awning or other (specify)?			
5. For wall-mounted signs proposed for the CI, RO or RC Zoning Districts only, how many feet is the structure setback from the front property line?			
6. For freestanding signs, please indicate the setback from the front and side property lines.			

6.a. How high above the ground will the top of the proposed freestanding sign be?			
7. Will the proposed sign be single or double faced?			
8. How will the proposed sign be mounted or affixed?			
9. What is the area of the proposed sign?			
10. What will the proposed sign be made of?			
11. Will the proposed sign be illuminated? If so, how: external illumination, internal illumination, individual letter illumination.			
12. Are you proposing a changeable copy sign? These include electronic message signs or similar technologies. If so, please provide information showing compliance with Section D.4.h of the Sign Regulations in the Zoning Ordinance.			

Please check the following boxes as they are completed.

☐ A drawing of the proposed sign(s) must be submitted, which indicates height, overall dimensions, colors, materials, illumination specifications and method of mounting the sign(s). Photographs with a written description covering these items may be used.

☐ An outline of the building façade and a sketch of the property must be submitted, which must include the following information: dimensions of the building façade and site, including all existing signs, location, height and overall dimensions of all proposed signs.

The Sign Review Committee will not review any incomplete applications. All questions must be answered and all boxes must be checked. Failure to do so shall result in an incomplete application and will not be processed by the Sign Review Committee. The undersigned attests that the supplied information is accurate and complete and requests that the Planning Office proceed with processing this application under the requirements of the City of Somersworth Sign Regulations.

Signatures:

Applicant / Agent:_____ Date:_____

Property Owner (required):_____ Date:_____

CITY USE ONLY

Date received:_____Fee paid:_____Sign Permit #:_____

Sign Review Committee comments:

_____

_____

_____

_____

_____

_____

Approved_____ Denied_____

Conditions:_____

_____

_____

_____

_____

_____

Inspected By/Date:_____

Comments:_____

Additional Proposed Signage. Please use this form if proposing more than three (3) signs for one property. Attach form to Sign Permit Application.

	Sign 4	Sign 5	Sign 6
4. What type of sign are you proposing: freestanding, wall-mounted, projecting, awning or other (specify)?			
5. For freestanding signs, please list the setback from the front and side property lines.			
5.a. How high above the ground will the top of the proposed freestanding sign be?			
6. Will the proposed sign be single or double faced?			
7. How will the proposed sign be mounted or affixed?			
8. What is the area of the proposed sign?			
9. What will the proposed sign be made of?			
10. Will the proposed sign be illuminated? If so, how: external illumination, internal illumination, individual letter illumination.			
11. Are you proposing a changeable copy sign? These include electronic message signs or similar technologies. If so, please provide information showing compliance with Section D.4.h of the Sign Regulations in the Zoning Ordinance.			