

Applications for sign permits shall be made upon forms provided by the Department, and **shall have attached thereto the following:**

- (a) Name, signature, address and telephone number of the owner, applicant or authorized representative of said owner or applicant.
- (b) Name, address and telephone number of the sign contractor.
- (c) **Written consent by the owner, property manager, or representative of the owner of the building, structure or land to which or upon which the sign is proposed to be constructed, erected, replaced, altered, attached, or relocated, authorizing the applicant or representative of the applicant to apply for a sign permit.**
- (d) The location of the building, structure or lot to which, or upon which, the sign or sign structure is proposed to be constructed, erected, replaced, altered, attached, or relocated, including the street number of said building, structure or lot
- (e) The lineal footage of the building frontage to which, or upon which, the sign is proposed to be attached.
- (f) The total linear feet of site frontage upon which any freestanding sign is proposed to be constructed, erected, replaced, altered, attached, or relocated.
- (g) **A depiction of the location of all above ground utilities that will be within eight (8) feet of any portion of the sign or sign structure.**
- (h) **Written documentation demonstrating that the owner, applicant, or authorized representative of said owner or applicant has provided notice of any excavation related to the construction, erection, replacement, alteration, attachment, or relocation of a sign or sign structure to all applicable public utilities in accordance with state law.**
- (i) A description or depiction of the method of illumination, including but not limited to a description of the electrical wiring for the illuminated sign.
- (j) **A scaled drawing of the sign, sign structure and building as they would appear in relation to each other and other signage on the property, including a depiction or description of the number and total area of all existing signs on the property, and a photograph of existing building elevations with signage, preferably in electronic medium.**
- (k) A description of the materials and colors proposed to be used for construction, erection, replacement, alteration, attachment, or relocation of the sign and sign structure.
- (l) A description or depiction of the size and font of the proposed sign copy for the sign.
- (m) A photograph or reasonable facsimile of the sign proposed to be installed shall be required for all signs equal to or less than four (4) square feet.
- (n) A plan drawn to scale depicting the sign and sign structure shall be required for all signs greater than four (4) square feet.
- (o) Technical specifications pertaining to the method of construction and method of attachment or erection of the sign or sign structure shall be required for all signs greater than four (4) square feet.
- (p) **Calculations demonstrating that the sign structure is designed to carry all loads in compliance with the State Building Code and any adopted amendments may be required by the Department in its sole discretion.**
- (q) Electrical or other technical specifications or diagrams as the Department may reasonably require.
- (r) **An engineer's stamp or certification of proper design shall be required for any sign and sign structure greater than one hundred (100) square feet.**
- (s) In addition to the aforementioned application requirements, the Department may require such additional information or submittals as may be necessary to verify compliance with this Article and all applicable codes.



APPLICATION FOR SIGN PERMIT

Community Development Dept.
3 Washington St, 4th fl., Keene, NH 03431
(603) 352-5440

For Office Use Only:

Permit No. _____
TMP # _____
District: _____

Note: This is an application for a sign permit and not a permit to erect a sign.
A permit may be issued only after the application and plans are reviewed and approved.
A separate application and permit is required for each sign.
All signs must comply with Article 10, City of Keene Land Code Development.

Address of Sign(s) Location _____ Value of Construction \$ _____

Applicant _____ Telephone No. _____

Applicant's Address _____ Email: _____

Owner of Land and Building _____

Owner's Address _____

Owner of Sign _____ Address _____

Type of Sign: Parallel (Face of Building) ____ Freestanding (Pylon) ____ Temporary (14 day maximum) ____

From: Date _____ To: Date _____

Location of Proposed Sign (Attach Sketch/Drawing/Photo) _____

Dimensions of Sign: Width _____ Height _____ Square Feet _____

Existing signage square foot by sign type being applied for: _____ Submit Sketch/Drawing/Photo

Illumination: Internal ____ External ____ None ____

UL Label (Internally Illuminated only) _____

Sign Builder _____ Address _____

Sign Erector _____ Address _____

Site Electrician _____ License _____

Signature of Owner of Land and Building _____ Date _____

Print Owner Name _____