



# City of Dover, New Hampshire SIGN PERMIT APPLICATION

[Revision Date: January 2021]

Office Use Only	Permit # _____	Date/Time Received: _____
APPLICATION FEE: \$75.00 per SIGN (See Reverse Side for Fee Information)	Amount Paid: _____	

### Application Instructions:

- Review the sign regulations set forth in Section 170-32 of the Zoning Ordinance and refer to the Table of Use for the zoning district in which the sign is located for permitted sign types and applicable dimensional requirements.
- Complete the application form. Attach additional sheets if necessary and to provide all information required.
  - NOTE:** Failure to provide any of the required information shall be cause for denial.
  - NOTE:** After 90 days, any application still waiting information will be denied as null/void.

### APPLICANT INFORMATION

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Owner Mailing Address \_\_\_\_\_

Sign (Business) Owner (if different from property owner) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Applicant (if different from property owner and sign owner) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### PROPERTY INFORMATION

Address of Sign Location: \_\_\_\_\_ Map/Lot: \_\_\_\_ / \_\_\_\_ Zoning District: \_\_\_\_\_

SF of Leased Space: \_\_\_\_\_ OR Business (linear) Frontage\* \_\_\_\_\_ feet

\*For the definition of "business frontage," see Section 170-6 of the Zoning Ordinance)

### EXISTING SIGNS

Describe existing sign(s) on the property or tenant space: \_\_\_\_\_

Describe which of the existing signs, if any, will be replaced or removed: \_\_\_\_\_

### PROPOSED SIGNS

Type (circle one): SIGN #1 Wall / Free Standing / Projecting / Awning

SIGN #2 Wall / Free Standing / Projecting / Awning

SIGN #3 Wall / Free Standing / Projecting / Awning

**PROPOSED SIGNS—Continued...**

<b>Dimensions:</b>	SIGN #1	Length _____	Width _____	Total Area _____
	SIGN #2	Length _____	Width _____	Total Area _____
	SIGN #3	Length _____	Width _____	Total Area _____

**Attach the following:**

1. Color Illustrations of the sign(s) including the sign content/copy and dimensions.
2. Description of sign materials.
3. Mounting/installation specifications.
4. Is Mill Motif design used? **Yes** \_\_\_\_\_ **If yes, submit complete details and plans.** **No** \_\_\_\_\_

**ILLUMINATION**

**Will the proposed sign(s) be illuminated?** Yes \_\_\_ No \_\_\_ If yes, describe \_\_\_\_\_  
\_\_\_\_\_ Electrical Permit #: \_\_\_\_\_

If externally illuminated, will the illumination exceed 50 foot-candles as measured on the sign face? Yes \_\_\_ No \_\_\_\_\_

If internally or directly illuminated, will the illumination exceed 5,000 nits (candelas per square meter) during daylight hours, and 500 nits between dusk and dawn, as measured at the sign's face? Yes \_\_\_ No \_\_\_

**\*\*DOCUMENTATION DEMONSTRATING COMPLIANCE WITH THE ILLUMINATION STANDARDS MUST BE PROVIDED\*\***

**Name and address of party constructing sign(s):** \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_

**Name and address of party erecting sign(s):** \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_

**IMPORTANT NOTE REGARDING FEES:** Application fees do not apply where the proposed sign or signs have the same area, location and materials as the sign or signs they are replacing. If you believe that your sign or signs will not alter the area, location or materials of the existing sign or signs, please describe in detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I have read this application and state that, to the best of my knowledge, the information provided is true and that the proposed sign(s) will comply with all applicable regulations in Section 170-32 of the Zoning Ordinance of the City of Dover and shall conform to the submitted materials and designs. Furthermore, after 90 days, any application still waiting information will be denied.**

\_\_\_\_\_  
Applicant Signature                      Date                      Owner Signature (if different from applicant)                      Date

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

- [ ] **APPROVED**                      [ ] **DENIED**  
 [ ] **APPROVED WITH CONDITIONS:**