



City of Dover, New Hampshire COMMUNITY SIGN PERMIT APPLICATION

[October 27, 2016]

Office Use Only	Permit # _____	Date Received: _____
APPLICATION FEE: \$5.00/sign/display period	Amount Paid: _____	Permit Expiration: _____

Application Instructions:

1. Review the community sign regulations set forth in Section 170-32 of the Zoning Ordinance (see reverse).
2. Complete the application form. Failure to provide any of the information required for the filing of this application shall be cause for denial. Please submit application **the week before** your desired display period.

Applicant _____ Phone _____

Applicant Email _____

Applicant Mailing Address _____

Applicant Physical Address _____

Property Owner (if different) _____ Phone _____

Owner Map/Lot: _____ / _____ Mailing Address: _____

Sign Location(s): _____ signs @ Central Square _____ signs @ Weeks Crossing
 _____ signs @ Durham Road & Back River Road _____ signs @ Sixth Street & Indian Brook Drive
 _____ signs @ Knox Marsh Road & Littleworth Road

Sign Display Period(s): _____ week(s) from Sunday, _____ to Saturday, _____
 (month/day) (month/day)

Sign Dimensions: _____ high (max. 3 ft.) x _____ wide = _____ sq. ft. (max. 6 sq. ft.)

Attach the following to this application:

A certificate of insurance in the amount of \$100,000 (bodily injury/property damage).

I have read this application and state that, to the best of my knowledge, the information provided is true and that the proposed temporary community sign will comply with all applicable regulations in Section 170-32 of the Zoning Ordinance of the City of Dover and shall conform with the submitted dimensions, location(s), and display period(s).

Applicant Signature Date

Property Owner Signature (if different) Date

Zoning Administrator: _____

Date: _____

[] APPROVED

[] APPROVED WITH CONDITIONS

[] DENIED

CONDITIONS OF APPROVAL:

HOLD HARMLESS CERTIFICATION LETTER

DATE: _____

Director, Department of Planning and Community Development
City of Dover
288 Central Avenue
Dover, NH 03820

RE: Community Sign(s) at _____ for _____
(sign location) (applicant)

During _____
(display period dates)

Dear Director:

In consideration of the issuance of a Community Sign Permit per Section 170-32.Q(2) of the Zoning Ordinance of the City of Dover, for the sign identified above, I hereby agree to protect, defend, indemnify, and hold the City of Dover and its officers, representatives, managers and employees harmless against any and all claims, demands, awards, suits, judgment, liabilities, losses or damages arising out of, or being in any way connected with the design, construction, placement, use and/or code compliance review for the above referenced temporary sign.

My obligation should not be construed to negate, waive or otherwise reduce any other right or obligation of indemnity that may exist in the favor of the City of Dover.

Name of Applicant: _____

Signature of Owner/Executive Officer or Authorized Agent: _____

Printed Name: _____ Title: _____

170-32.Q(2) Community SIGNS. With a permit, TEMPORARY SIGNS may be located in the public right of way at Central Square, Weeks Crossing, and the intersections of Durham Road and Back River Road, Sixth Street and Indian Brook Drive, and Knox Marsh Road and Littleworth Road provided that the following requirements are met:

- (a) Community SIGNS shall be **a-frame/sandwich board type** and **no larger than six (6) square feet** in area and **no greater than three (3) feet in height**.
- (b) No more than three (3) permits shall be issued per location, per display period.
- (c) Each week of the year shall constitute one display period. No APPLICANT will be issued a community SIGN permit for more than twelve (12) display periods per calendar year.
- (d) Applications for community SIGN permits will be accepted by the Planning and Community Development Department only during the week prior to the display period. Applications will not be accepted in advance unless an entire calendar year's display schedule and payment of fees are submitted by the APPLICANT. Permits will be granted on a first-come, first-served basis.
- (e) Applications must be signed by the property owner (APPLICANT or APPLICANT's landlord) and shall include:
 - (i) A certificate of insurance in the amount of one hundred thousand dollars (\$100,000.00) (bodily injury/property damage) to ensure sufficient liability coverage of the APPLICANT.
 - (ii) A hold-harmless certification letter to relieve the City of Dover from bodily injury and property liability.
- (f) A display period sticker will be issued with the community SIGN permit and shall be affixed to the lower right corner of the SIGN face.