

## Sign Permit Information and Guidelines

Applicant must fill out the form on reverse side, and provide the following:

- A site plan with the proposed location of the sign marked and/or drawing or photo of building with proposed sign location marked.
- Drawing of sign with dimensions
- Color samples
- Descriptions of materials, posts, supports, etc.
- Set backs and height

**Applicant must go to the Architectural Review Committee (or Old King's Highway Regional Historic District Committee) for approval prior to applying for a Sign Permit.**

Sign cannot be installed until approval received by the appropriate committee and the Building Department.

Permit fees are \$25 per sign

### Allowable Sign Dimensions – Excerpts from Sign Code

Setback from property line – street side	Max Height (Freestanding signs)	Max Area
1 - 3'	3'	6 sq ft
3 - 10'	6'	15 sq ft
10 - 25'	10'	32 sq ft
Over 25'	12'	60 sq ft

Maximum of 3 signs per business

Any property with 3 businesses or more must have a ladder sign – single free standing signs not allowed.

Further sign code information is available in the Zoning By-law, Chapter 164-35. These excerpts are informational only and are not intended to represent all regulations covered by the Zoning By-law.