

# Town of Orleans - Sign Permit Application

(Please see reverse for further information – attach drawings and site plan)

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Street Address \_\_\_\_\_

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

## Sign #1

Square footage \_\_\_\_\_ Setback from property line \_\_\_\_\_ Type of sign, ie ladder, building, freestanding \_\_\_\_\_ Height-freestanding only \_\_\_\_\_

lighted (yes/no) \_\_\_\_\_ Describe lighting – must comply with Outdoor Lighting By-law and Sign Code \_\_\_\_\_

## Sign #2

Square footage \_\_\_\_\_ Setback from property line \_\_\_\_\_ Type of sign, ie ladder, building, freestanding \_\_\_\_\_ Height-freestanding only \_\_\_\_\_

lighted (yes/no) \_\_\_\_\_ Describe lighting – must comply with Outdoor Lighting By-law and Sign Code \_\_\_\_\_

## Sign #3

Square footage \_\_\_\_\_ Setback from property line \_\_\_\_\_ Type of sign, ie ladder, building, freestanding \_\_\_\_\_ Height-freestanding only \_\_\_\_\_

lighted (yes/no) \_\_\_\_\_ Describe lighting – must comply with Outdoor Lighting By-law and Sign Code \_\_\_\_\_

### Below For Office Use Only:

Architectural Review Committee Approval granted \_\_\_\_\_

Old King's Highway Regional Historic District Committee Approval granted \_\_\_\_\_

Zoning Board of Appeals Relief Granted \_\_\_\_\_

Planning Board Relief Granted \_\_\_\_\_

Sign #1 Approved \_\_\_ Yes \_\_\_ No Modifications from submittal \_\_\_\_\_

Sign #2 Approved \_\_\_ Yes \_\_\_ No Modifications from submittal \_\_\_\_\_

Sign #3 Approved \_\_\_ Yes \_\_\_ No Modifications from submittal \_\_\_\_\_

Date Approved \_\_\_\_\_

Building Department Authorization \_\_\_\_\_

Based upon the information provided by the applicant, the signs applied herein meet Section 164-35, Signs, of the Zoning By-law or have received relief from the proper authority as noted above.

Date Inspected \_\_\_\_\_

By \_\_\_\_\_

## 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

Set-back 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.

\*Any future changes to approved sign permit will have to appear before the Architectural Review Committee and would require a new sign permit.