

## Sec. 102-1284 Application for Sign Permit

Find the full Sign Code at:

[www.library.municode.com/nh/keene/codes/code\\_of\\_ordinances](http://www.library.municode.com/nh/keene/codes/code_of_ordinances)

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



## For Office Use Only:

Permit No. \_\_\_\_\_

TMP # \_\_\_\_\_

Zone: \_\_\_\_\_

Community Development Department  
3 Washington Street, Fourth Floor  
Keene, New Hampshire 03431  
Phone: (603) 352-5440

**Note:** A separate application and permit is required for each sign  
All signs must comply with Chapter 102, City of Keene Zoning Ordinance which can be found  
[www.library.municode.com/nh/keene/codes/code\\_of\\_ordinances](http://www.library.municode.com/nh/keene/codes/code_of_ordinances)

Address of Sign 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 \_\_\_\_\_ Freestanding \_\_\_\_\_ Projecting \_\_\_\_\_ Temporary \_\_\_\_\_  
(Face of Building) (Pylon) (14 day max)

Temporary sign dates: From \_\_\_\_\_ To \_\_\_\_\_

Location of Proposed Sign: \_\_\_\_\_  
(Submit Sketch/Drawing/Photo)

Primary frontage: \_\_\_\_\_ Secondary frontage: \_\_\_\_\_ Parking lot frontage: \_\_\_\_\_ Lot frontage: \_\_\_\_\_

Dimensions of Sign: Width \_\_\_\_\_ Height \_\_\_\_\_ Square Feet \_\_\_\_\_

What current signage exists by size and type: \_\_\_\_\_  
(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