

TOWN OF OLD ORCHARD BEACH

SIGN PERMIT APPLICATION

Sec. 78-1623. Permits required. No person shall erect, alter, or relocate any sign, except those exempted in sections 78-1627 and 78-1631, without first obtaining a sign permit from the code enforcement officer. The code enforcement officer shall review all sign permit applications to determine conformance with this chapter, the building and electrical codes, and all other applicable ordinances within the town.

Please complete this application and provide required attachments. Your application will be processed as soon as possible. If you have any questions regarding signage or the permitting process, please call (207) 934-5714 ext. 1533 or ext 1545

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- **COST:**
Administrative Design Review \$100 (DD1&2/HO Districts) [] _____
Paid: Sign Permit \$40.00 (NOT in DD/HO Districts) [] Paid: _____

 - **STREET LOCATION / Address of the Property:** _____
Tax Map # _____ Block # _____ Lot # _____ Zoning District: _____

 - **APPLICANT** (if different from owner): _____
Mailing Address: _____
Email Address: _____
Telephone Number: Daytime: _____ Evening: _____

 - **RECORD OWNER OF PROPERTY:** _____
Corporate Contact Person (if applicable): _____
Mailing Address: _____
Email Address: _____
Telephone Number: Daytime: _____ Evening: _____

 - **RIGHT, TITLE, OR INTEREST IN THE PROPERTY** (please check):
_____ Record Owner _____ Contract to purchase, option, or lease

 - **NAME OF BUSINESS/USE OF PROPERTY:**

 - **COMPLETE THE FOLLOWING INFORMATION:**

 1. **Sign Dimensions:** Sign Height: _____ Sign Width: _____ Total sf: _____
additional comments: _____

 2. **Materials/Colors:** _____

3. **Location:** _____

4. **Installation:** _____

5. **Illumination Method:** _____

6. **Business Façade Area:**

Length of business façade on a public street (ft): _____

Height of business facade on a public street (ft): _____

7. **Existing Signage:**

- Number of existing signs on property: _____
- Total square footage of existing signage: _____
- Is any existing signage to be removed with the installation of new signage? _____

8. **Visual Attachment:** *Attach a photo/drawing of proposed location and signage*

I have read Article VIII-Performance Standards, Division 5 -Signsof the Zoning Ordinance and the signage standards for my specific zoning district and, to the best of my knowledge, comply with the same.

Name: _____

Signature: _____

Date: _____

STAFF USE - Aggregate Signage

Zoning District Requirement: _____

Total sf Allowed: _____ **Total sf Proposed:** _____ **Total sf remaining:** _____

Approved **Signature of Staff Authorized to Approve** _____

Denied **Date:** _____