

# 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:** \_\_\_\_\_