

**SIGN PERMIT APPLICATION PROCEDURE**

1. In accordance with section 16.0 Signs, of the Town of Wilton, NH Land Use Laws and Regulations, Zoning Ordinance, anyone desiring to construct or replace a sign that existed as of March 13, 2001, shall first apply for a sign permit from the Town of Wilton Building Inspector.
2. All sign permit applications must be filed with the Building Inspector 3 weeks before the regular meeting of the Planning Board, which occurs on the third Wednesday of each month. (Please note that the Town of Wilton Offices are closed on Wednesdays).
3. An applicant for a sign permit shall comply with Section 16.0 Signs of the Wilton Land Use Laws. The application shall include the following:
  - a. A completed sign permit application form;
  - b. A detailed drawing and description of the sign, materials to be used, mounting hardware, type and intensity of lighting, dimensions of display area, and the location of the sign on the building or property, and setbacks from the property lines;
  - c. An application fee. See Appendix III, Fee Schedule, of the Wilton Land Use Laws and Regulations. Statement about adjusting fee??
4. The Applicant will receive notice as to the date of the meeting at which the application will be heard by the Planning Board. It is requested that applicants attend the hearing to answer any questions that the Board may have.
5. The planning Board will review and approve/disapprove the application and forward it to the Building Inspector for issuance of the sign permit.



**TOWN OF WILTON, NEW HAMPSHIRE**

42 Main St • P.O. Box 83 • Wilton NH 03086

Permit # \_\_\_\_\_

**SIGN PERMIT APPLICATION**

PROPERTY OWNER: \_\_\_\_\_ TEL. # \_\_\_\_\_

ADDRESS \_\_\_\_\_  
 No. Street Town State Zip

APPLICANT \_\_\_\_\_ TEL# \_\_\_\_\_  
 Name Company

ADDRESS \_\_\_\_\_  
 No. Street Town State Zip

If applicant is not the owner of record, please attach a letter of authorization to allow sign to be placed.

ADDRESS OF SIGN LOCATION \_\_\_\_\_

Map \_\_\_\_\_ Lot \_\_\_\_\_ Zoning District \_\_\_\_\_

For a complete list of rules regarding Signs, please reference **Section 16.0 Signs** of the Zoning Ordinance.

Type of Sign	R, R&A	C, I	OPD	DTC	Instructions: In the left column, check the box for the type of sign that is being proposed under the zoning district in which the sign is permitted. (R= Residential, R&A= General Residence and Agriculture, C= Commercial, I=Industrial, OPD=Office Park District, DTC= Downtown Commercial)
Temporary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Temporary Signs – refer to section 16.1 C of the Zoning Ordinance
Real Estate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of Sign on Property _____
Off-premise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Advertising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No. of existing freestanding signs on parcel _____
Free Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No. of existing signs on tenant space _____ area _____
Affixed/Fascia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Area (Face): Length (Horizontal) _____
Park Dev.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x Width (Vertical) _____ = _____ Sq. Ft.
Directory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Height of sign above ex. ground level _____
Directional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Distance from closest property line _____
Wall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Illumination Yes _____ No _____ Describe _____
Canopy (Marque, Awning, Roof)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction materials _____
Projection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Please include a picture with measurements or a scaled drawing showing sign and method of support, and a plot plan showing location and setbacks from property lines.

OWNER \_\_\_\_\_ DATE \_\_\_\_\_

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

REVIEWED BY BUILDING INSPECTOR: Inspector \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY THE WILTON PLANNING BOARD:

Chairman \_\_\_\_\_ DATE \_\_\_\_\_ Fee \_\_\_\_\_