



# City of Dover, New Hampshire TEMPORARY SIGN PERMIT APPLICATION

[Revision Date: April 16, 2013]

Office Use Only	Permit # _____	Date Received: _____
APPLICATION FEE: \$50.00	Amount Paid: _____	Permit Expiration: _____

### Application Instructions:

- Review the temporary sign regs on the reverse of this form and as set forth in Section 170-32 of the Zoning Ordinance.  
**NOTE: TEMPORARY SIGNS ARE ONLY PERMITTED IN THE CBD, CWD, B-3, and B-5 Districts.**
- Complete the application form. Failure to provide any of the information required for the filing of this application shall be cause for denial. Please submit the application **(10) days** prior to your desired start of display date.

**Applicant** \_\_\_\_\_ Phone \_\_\_\_\_

Applicant Email \_\_\_\_\_

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

**Property Owner** (If different from applicant) \_\_\_\_\_ Phone \_\_\_\_\_

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

**Address of Sign Location:** \_\_\_\_\_

**Map/Lot:** \_\_\_/\_\_\_ **Zoning District** (circle one): CBD General Commercial/ CBD Mixed Use / CWD / B-3 / B-5

**Start of Display Date:** \_\_\_\_\_

### PLEASE RESPOND TO EACH OF THE FOLLOWING SECTIONS:

- Type of Sign (circle one):** A-Frame / Banner Sign / Free Standing Sign
- Sign Dimensions (ft):** Length \_\_\_\_\_ Width \_\_\_\_\_ Total Sq. Ft. \_\_\_\_\_
- Attach the following to this application:**
  - Color Illustrations of the sign including the sign content/copy and dimensions.
  - Description of sign materials.
  - Mounting/installation specifications.
  - A completed hold harmless certification letter (attached to this application).
  - A certificate of insurance in the amount of one hundred thousand dollars (\$100,000) (bodily injury/property damage).
  - For signs located in the CWD and CBD General Commercial and Mixed Use Districts, the design of the sign must meet the **Mill Motif** standards (see reverse side).

**I have read this application and state that, to the best of my knowledge, the information provided is true and that the proposed temporary sign will comply with all applicable regulations in Section 170-32 of the Zoning Ordinance of the City of Dover and shall conform with the submitted materials and designs.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Owner Signature (if different from applicant) \_\_\_\_\_ Date \_\_\_\_\_

Zoning Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

[ ] APPROVED [ ] APPROVED WITH CONDITIONS (see below) [ ] DENIED

### CONDITIONS OF APPROVAL:

## **TEMPORARY SIGN REGULATIONS (SEE SECTION 170-32 OF THE ZONING ORDINANCE)**

### **I. B-3 and B-5 District Temporary Sign Regulations:**

- a. Temporary signs are only permitted for new businesses.
- b. **Permit valid for six (6) months only.**
- c. Only one (1) temporary sign shall be permitted per new business.
- d. Maximum height is four (4) ft. Maximum size is 32 sq. ft.

### **II. CWD and CBD General Commercial and Mixed Use District Temporary Sign Regulations:**

- a. **Permit valid for one (1) year.**
- b. One (1) sign allowed per building (regardless of number of tenants).
- c. Any building with 100' of frontage or more is allowed a second sign.
- d. Maximum height is three (3) ft. Maximum size is six (6) sq. ft.
- e. **FOR A-FRAME SIGNS ONLY:**
  - i. For signs located on a city sidewalk or public right-of-way, a five (5) foot, clear passageway must be maintained at all times.
  - ii. All A-Frame signs shall be assigned a specific geographical location by the Zoning Administrator.
  - iii. A certificate of insurance in the amount of one hundred thousand dollars (\$100,000) (bodily injury/property damage) shall be filed with the Zoning Administrator to assure sufficient liability coverage of the applicant.
  - iv. **All A-Frame signs shall conform to the mill motif design criteria (see below).**
  - v. A-Frame signs may only be displayed during business hours.

### **III. Mill Motif design criteria for temporary signs.**

- a) Lettering.
  - (i) No more than one (1) lettering style shall be permitted per sign.
  - (ii) Light-colored letters on a dark background are preferred. ***Dark letters on a light back ground shall only be permitted if it complements the building's color composition.***
  - (iii) Product trademarks are discouraged; however, trade signs (e.g., a shoe for a cobbler, a mortar and pestle for a druggist) are preferred.
  - (iv) Letter styles shall be limited to the classic genre, i.e., Copper plate Gothic, Times, Franklin Gothic, Benton, Clarendon, Haas Helvetica, Folio Caravelle Medium, Windsor, and Times Roman.
- b) Color.
  - (i) No more than three (3) colors are preferred, including black and white. Lettering shall preferably be one (1) color.
- c) Materials.
  - (i) Traditional materials, such as wood, glass, brass, bronze or iron, are preferred. ***The use of plastic, aluminum and vinyl will only be permitted if styled and composed to imitate wood or iron.***
  - (ii) Wooden SIGNS shall be constructed of dense, clear wood that adapts to engraving/carving and paint or stain. Ordinary plywood will not withstand exposure; therefore, only overlay, exterior or marine plywood shall be permitted.

**NOTE:** All temporary signs require the submission of a hold harmless certification (see attached) and a certificate of insurance in the amount of one hundred thousand dollars (\$100,000) (bodily injury/property damage).

**HOLD HARMLESS CERTIFICATION LETTER**

DATE: \_\_\_\_\_

Department Director  
Department of Planning and Community Development  
City of Dover  
288 Central Avenue  
Dover, NH 03820

RE: Temporary Sign for \_\_\_\_\_  
(address of sign location)

Dear Director:

In consideration of the issuance of a Temporary Sign Permit per Section 170-32.C of the Zoning Ordinance of the City of Dover, for the sign identified above, I hereby agree to protect, defend, indemnify, and hold the City of Dover and its officers, representatives, managers and employees harmless against any and all claims, demands, awards, suits, judgment, liabilities, losses or damages arising out of, or being in any way connected with the design, construction, placement, use and/or code compliance review for the above referenced temporary sign.

My obligation should not be construed to negate, waive or otherwise reduce any other right or obligation of indemnity that may exist in the favor of the City of Dover.

Name of Property Owner: \_\_\_\_\_

Property Owner Signature or Signature of Authorized Agent: \_\_\_\_\_