



SIGN PERMIT APPLICATION

SIGN PERMIT # _____

SQUARE FOOTAGE _____

FEE _____

Before issuance of any sign permit, it is required that the following information be furnished to the Zoning Administrator. (Please refer to Chapter 170 section 170-32 of the City of Dover Code for dimensional regulations)

1. Address where sign is to be erected: _____
Business Frontage _____ Map _____ Lot _____ Zone _____
2. Owner of property: _____ submit owners authorization
3. Name & address of sign owner: _____
Tel. #: _____
4. Brief description of existing sign(s): _____
5. Description of sign(s) for this permit. (Plans & specs. including a rendering acceptable to Zoning Administrator must accompany this application.)
Illumination: Yes _____ No _____ If yes describe _____
Provide listing of agency & number: _____
If illuminated an Electrical Permit shall be required prior to the installation of the sign.
Is Mill Motiff design used? Yes _____ No _____ if yes submit complete details.
6. What changes to existing sign(s) are contemplated: _____
7. Name and address of party constructing sign(s): _____
Tel. #: _____
8. Name and address of party erecting sign(s): _____
Tel. #: _____

SIGN PERMIT

IMPORTANT: Sign Permits are not transferrable in case of change of ownership, and request must be made to the Zoning Administrator in order to alter, rebuild, enlarge, extend, or change location.

The undersigned hereby agrees that the proposed work shall be done in accordance with the foregoing statements, submitted materials and designs, and shall conform to building and zoning laws, and all regulations of the City of Dover, New Hampshire.

Applicant Signature _____ Date: _____

Applicant Print _____ Date: _____

Zoning Administrator _____ Date: _____

Application Fee: _____ Check # _____ Cash: _____ Date _____ Initial _____

SIGN REVIEW AND REGULATION TABLE

Amended 1-22-2003 by Ord. No. 351

Residential						Zoning Districts										Non-Residential									
R-40	R-20	R-12	RM-20	RM-10	RM-8	RM-6	O		B-1	B-2	B-3	B-4	B-5	I-1	I-2	I-4	UMUD	CWD	ETP						
1	1	1	1	1	1	1	Total Sign No.	1	1	2	3	2	3	2	2	2	2	2	2						
16sf	16sf	16sf	16sf	16sf	16sf	16sf	Max. Sign Area	12sf	B	A	C	D	100sf	E	E	E	A	A	D						
10'	10'	10'	10'	10'	10'	10'	Freestanding Min.	-	-	-	-	-	-	-	-	-	-	-	-						
-	-	-	-	-	-	-	Setback:	20'	20'	5'	50'	-	-	35'	35'	35'	5'	5'	-						
-	-	-	-	-	-	-	Sign	-	-	-	-	-	-	-	-	-	-	-	-						
-	-	-	-	-	-	-	Building	20'	20'	5'	50'	-	-	35'	35'	35'	5'	5'	-						

NOTE: Total sign # for each tenancy, except in B-3 and I zones, where # is per building. Max. sign area for lot excluding development identification signs.

R-40	R-20	R-12	RM-20	RM-10	RM-8	RM-6	Sign Type	O	B-1	B-2	B-3	B-4	B-5	I-1	I-2	I-4	UMUD	CWD	ETP
P	P	P	P	P	P	P	Freestanding	P12	P10	P3	P6	P3	P14	P13	P13	P13	P3	P3	P3
-	-	-	-	-	-	-	Projecting	-	P9	P2	P5	-	-	P	P	P	P2	P2	-
-	-	-	-	-	-	-	Wall/Avrting	P11	P8	P1	P6	P	P15	P	P	P	P1	P1	P
-	-	-	-	-	-	-	Temporary	-	P4	P7	-	-	P7	-	-	-	P4	P4	-

- : Not Permitted

P: Permitted

* Customary home occupation signs shall not exceed 2sf. Development identification signs may be up to 20 sf.

A. 1sf of sign area for each lineal foot of business frontage. SF may be increased if Mill Motif is adhered to.

[B] 1sf of sign area for each 3' of lineal business frontage. Max. height is 16' or to the bottom of the sills of the first level of windows above the first floor, whichever is lowest.

[C] 2sf of sign area for each lineal foot of business frontage.

[D] 1sf of sign area for each lineal foot of business frontage. See regulations for businesses bordering the Spaulding Trpk

[E] 1sf of sign area for each 100sf of leased space. If less than 700 sf of leased space, then 6sf max.

[1] Max. size: 40sf

[2] Max. size: 24 sf. Min. height is 10' above sidewalk. Max. height is 25' above sidewalks

[3] Max. size: 60 sf. Min. height is 16'. One sign per side of frontage

[4] 1 year permits granted, 1 sign allowed per building, any building over 100' of frontage is allowed a second sign. Max. height is 3'. Max. size: 6sf

[5] Max. size: 60 sf. Max. height is 25' above ground elevation, or the bottom of the sills of the first level of windows above the first floor, whichever is lowest.

[6] Max. size: 1sf per lineal foot of business frontage. Max. height is 30'

[7] 6 month permits granted for new businesses. Max. height is 4'. Max. size: 32sf

[8] Max. size: 16sf.

[9] Max. size: 8sf.

[10] Max height sixteen (16) feet in height or twelve (12) square feet in area regardless of the number of individual tenants within the building

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City of Dover, New Hampshire

Planning & Community Development Department

"When will my sign permit be ready?"

While this office makes every attempt to process sign permits as soon as possible, delays are inevitable. These delays can be due to the number of permit applications filed and cannot be controlled by this office. All application processing times are subject to delays in connection with the work load, most sign permits can be processed within ten (10) business days.

Before issuance of any sign permit, it is required that the application be filled out completely or will be denied. (Please refer to Chapter 170 Section 170-32 of the City of Dover Code for dimensional regulations)