



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

- Q. TEMPORARY SIGNS. No TEMPORARY SIGN shall be erected or placed in the City of Dover without a temporary sign permit issued by the Planning Department, except as noted in Subsection (1)(b). The following regulations shall apply:
- (1) TEMPORARY SIGNS are prohibited in all residential zoning districts (R-40, R-20, R-12, RM-SU, RM-U, HR, CBD-R) and the NEIGHBORHOOD Business District (B-1). Where permitted, TEMPORARY SIGNS are subject to the following regulations:
    - (a) TEMPORARY SIGNS Allowed with One-Week Permit. A LOT or tenant may obtain a TEMPORARY SIGN permit for one week, provided that all of the following conditions are met:
      - (i) One-week TEMPORARY SIGN permits are valid for a consecutive seven (7) day period and may be obtained once every three (3) months, for a maximum of four (4) one-week TEMPORARY SIGNS per year. If the permit is not used in one (1) quarter, it shall not be carried over to the next quarter.
      - (ii) The TEMPORARY SIGN shall be limited to twenty-four (24) square feet in size and shall not be placed in such a manner so as to create a traffic or safety hazard. Banner type TEMPORARY SIGNS are permitted only in the B-3 and B-5 Zoning Districts.
      - (iii) The TEMPORARY SIGN shall be removed within twenty-four (24) hours after the end of the approved display period. If the TEMPORARY SIGN or banner is not removed within twenty-four (24) hours, the TEMPORARY SIGN or banner may be removed by the City of Dover.
      - (iv) If the TEMPORARY SIGN is located on a City SIDEWALK or within a public right-of-way directly in front of the BUILDING, the requirements in Subsection Q.(1)(d) must be met.
    - (b) TEMPORARY SIGNS allowed without a permit. One (1) A-frame sandwich board TEMPORARY SIGN is permitted per LOT or tenant and does not require a permit, provided all of the following conditions are met:
      - (i) The TEMPORARY SIGN is not located on a City SIDEWALK or within a public right-of-way.
      - (ii) The maximum size of the TEMPORARY SIGN is eight (8) square feet.
      - (iii) The TEMPORARY SIGN must be placed directly in front of the BUILDING at a distance no greater than two (2) feet from the BUILDING and must not impede pedestrian or handicapped access to the business or adjacent businesses.
    - (c) TEMPORARY SIGNS allowed with annual permit. One (1) TEMPORARY SIGN shall be permitted per each PRINCIPAL BUILDING. BUILDINGS with an excess of one hundred (100) feet of STREET FRONTAGE shall be permitted one (1) additional TEMPORARY SIGN per every additional one hundred (100) feet of STREET FRONTAGE. See District Tables of Use for additional requirements.
      - (i) If the TEMPORARY SIGN is located on a City SIDEWALK or within a public right-of-way directly in front of the BUILDING, the requirements in Subsection Q.(1)(d) must be met.
      - (ii) The following additional regulations shall apply to TEMPORARY SIGNS located in the CBD-General District:
        1. The structure of the TEMPORARY SIGN must consist of medium density overlay plywood, or a similar durable wood-like material which can withstand the weather, or metal (except as supplemented by material for changeable messages, see below). The use of other materials is permitted if styled and composed to imitate wood or metal.
        2. Any graphics, lettering, words, numbers, messages and/or symbols on the TEMPORARY SIGN shall be applied directly onto the surface of the SIGN and/or shall be made with SIGN plastic film.
        3. The material for changeable messages shall be either chalk board or dry erase board. TEMPORARY SIGNS with moveable slide-in plastic letters are not permitted.
        4. TEMPORARY SIGNS using stencils or spray paint are not permitted.
        5. TEMPORARY SIGNS may not be painted traffic yellow or construction-zone orange or use any reflective or fluorescent materials.
    - (d) TEMPORARY SIGNS located on a City SIDEWALK or within a public right-of-way. TEMPORARY SIGNS located on a City SIDEWALK or within a public right-of-way shall meet the following requirements:
      - (i) A certificate of insurance in the amount of one hundred thousand (\$100,000.00) dollars (bodily injury/property damage) shall be filed as part of the TEMPORARY SIGN permit application to ensure sufficient liability coverage of the APPLICANT.
      - (ii) A hold-harmless certification letter shall be filed as part of the temporary SIGN permit application to relieve the City of Dover from bodily injury and property damage liability.
      - (iii) TEMPORARY SIGNS shall only be displayed during business hours.
      - (iv) A five (5) foot, clear passageway must be maintained at all times.
      - (v) TEMPORARY SIGNS shall be located directly in front of the BUILDING or in front of the space within the BUILDING occupied by the TEMPORARY SIGN owner.”

**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 at \_\_\_\_\_ for \_\_\_\_\_  
(address of sign location) (name of business)

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: \_\_\_\_\_

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

Name of Business Owner: \_\_\_\_\_

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