



City of Dover, New Hampshire TEMPORARY SIGN PERMIT APPLICATION

[Revision Date: September 3, 2015]

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

Application Instructions:

- Review the temporary sign regulations set forth in Section 170-32 of the Zoning Ordinance (see reverse).
NOTE: TEMPORARY SIGNS ARE ONLY PERMITTED IN THE CBD-General, CBD-Downtown Gateway, CBD-Mixed Use, CBD-TOD, 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 application **(10) days** prior to your desired 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 / CBD-Downtown Gateway /
CBD-Mixed Use / CBD - TOD / CWD / B-3 / B-5

Type of Sign (circle one): A-Frame/Freestanding **OR** Banner

Type of Permit (circle one): Special Event Permit **OR** Annual Permit

Sign Dimensions (ft): Length _____ Width _____ Total Sq. Ft. _____

Special Event Sign Display Dates (max. 7 days): _____

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.
- If located on a City sidewalk or right-of-way:**
 - Hold harmless certification letter.
 - A certificate of insurance in the amount of \$100,000 (bodily injury/property damage).
- If an annual permit sign located in the CBD General Sub-District**, the sign must meet the design standards of 170-32.Q(1)(c)(ii) (see reverse side for checklist).

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 [] DENIED

CONDITIONS OF APPROVAL:

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 Subsections (1)(b). The following regulations shall apply:

(1) **Business Advertising.** Business advertising temporary SIGNS are permitted in the CBD-General, CBD-Downtown Gateway, CBD-Mixed Use, CBD-TOD, CWD, B-3 and B-5 Districts only and are subject to the following regulations:

(a) **Special Events.** A business may obtain a temporary sign permit for a special event, provided that all of the following conditions are met:

- (i) Special events shall include sales, product promotions, business sponsored fundraisers and other similar events.
- (ii) Special event 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) special event SIGNS per business per year. If a special event sign permit is not used in one (1) quarter, it shall not be carried over to the next quarter.
- (iii) The special event 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.
- (iv) The special event SIGN shall be removed within twenty-four (24) hours after the end of the event. If a special event SIGN or banner is not removed within twenty-four (24) hours, the SIGN or banner may be removed by the City of Dover.
- (v) If the SIGN is located on a City SIDEWALK or within a public right-of-way, the requirements in Subsection Q.(2)(d) must be met.

(b) **SIGNS Allowed Without a Permit.** One (1) temporary A-frame sandwich board SIGN is permitted per business and does not require a permit, provided all of the following conditions are met:

- (i) The SIGN is not located on a City SIDEWALK or within a public right-of-way.
- (ii) The maximum size of the SIGN is eight (8) square feet.
- (iii) The SIGN must be placed directly in front of the business 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) **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 one hundred (100) feet of STREET FRONTAGE. See District Tables of Use for additional requirements.

- (i) If the SIGN is located on a City SIDEWALK or within a public right-of-way, the requirements in Subsection Q.(2)(d) must be met.
- (ii) The following additional regulations shall apply to 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. SIGNS with moveable slide-in plastic letters are not permitted.
4. SIGNS using stencils or spray paint are not permitted.
5. SIGNS may not be painted traffic yellow or construction-zone orange or use any reflective or fluorescent materials.

(d) **SIGNS Located on a City SIDEWALK or Within a Public Right-of-Way.** 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 assure 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) SIGNS shall only be displayed during business hours.
- (iv) A five (5) foot, clear passageway must be maintained at all times.
- (v) SIGNS shall be located in front of the BUILDING occupied by the business or in front of the space occupied by the business if the business is located in a multi-tenant BUILDING.