CITY OF CONCORD

CODE ADMINISTRATION
37 GREEN STREET ◊ CONCORD, NEW HAMPSHIRE 03301 ◊ 225.8580 ◊ Fax 225.8586

APPLICATION TO ERECT A SIGN Permit # _____

Please PRINT

1. Address where sign is to be erected: _____
2. Message as shown on sign: _____
3. Name & Address of Property Owner: _____
   Phone # _____ _____
4. Name & Address of Sign Owner: _____
   Phone # _____ _____
5. Name & Address of Sign Installer: _____
   Phone # _____ _____
6. Property Information: _____ | _____ ft | _____ ft
   Zone Building Frontage Lot Frontage
7. Type of Sign: ☐ New ☐ Relocation ☐ Replacement ☐ Affixed
   ☐ Awning ☐ Window ☐ Marquee ☐ Hanging
   ☐ Marker ☐ Freestanding ☐ Monument ☐ Roof
8. Materials to be used: _____
9. How & to what is sign supported: _____
10. Dimensions of Sign _____ ft X _____ ft equals _____ s.f.
    Length Width Total
11. Height: Ground to bottom of sign _____ ft Ground to top of sign _____ ft
12. Illumination: ☐ None ☐ External ☐ Internal (Internally illuminated signs are **not** permitted In CVP, IS, UT or any Residential Zones)
13. Does sign project over public property or sidewalk? ☐ Yes* ☐ No
    *By how much? _____
    How far back is leading edge of sign from any curb face? _____

NOTE: Any applicant for a permit to locate a projecting sign over a public right-of-way, in accordance with this Ordinance, shall file with the Code Administrator, a certificate of insurance indemnifying the City of Concord against any form of liability in a minimum amount as specified by the Finance Director. No permit shall be issued prior to the receipt of said certificate and the permit shall be valid only so long as the certificate remains in effect. The policy shall provide for advance notification to the Code Administrator in the event of cancellation. If the policy should lapse or be cancelled, the applicant shall remove the sign immediately. (Article 28-6-11.a)

14. Does the sign require Design Review? ☐ Yes ☐ No Historic District Review? ☐ Yes ☐ No
    *Design review is required per Article 28-6-9.f, if any of the following apply:
    I. The sign is to be located in a Performance (P) District
    II. The Development requires Major Site Plan Review, Article 28-9-4.d.1
    III. The sign area is greater than the maximum in Column 1 of Table 28-6-9.a
    IV. The sign is the second or third freestanding sign on a lot.

15. The following supporting documents shall be submitted with this application. If Design Review is required, two (2) full sets of supporting documents must be submitted.
    a. Full color plan of the proposed sign, to scale, showing construction materials, methods of support and/or attachment and method of illumination.
    b. An accurate plan of the lot, to scale showing the location of building, parking lots, driveways, and landscaped areas;
    c. Photographs or architectural elevations of existing buildings and elevations of any proposed buildings;

d. An accurate indication on the plan, photographs and architectural elevations of the location of all existing signs;
e. A photograph and description of each existing sign including type, size, colors, copy, height and above ground materials and method of illumination; and
f. An accurate indication on the plan, photographs, and architectural elevations of the location of proposed or future signs for which applications for permits will be submitted, and a description and depiction of the type, size, colors, copy, height above ground, materials and method of illumination.

16. Conditions of Permit:
    a. The Code Administrator or his authorized agent may revoke this permit at any time.
    b. All signs shall conform to all requirements of the Zoning Ordinance for the district in which they are located.
    c. All signs must be constructed of materials and methods conforming to the minimum standards of the City of Concord Building Code.
    d. All signs which are illuminated or supplied with electric power, must be UL listed and installed in accordance with the City of Concord Electric Code and shall require separate electrical permits.
    e. Sign permits are not transferable in case of change of ownership, relocation or alteration of size or structure.
    f. This permit shall expire if work is not commenced within six (6) months or if work is suspended or abandoned for a six month period thereafter.

This permit is granted under the conditions printed above which are agreed to by the applicant.

17. Fees:

Application Fee: $20.00

Design Review: $_____

Cost per square foot:

_____ X _____ = _____ x $1.95 = $_____

Length Width Total s.f

TOTAL $_____

Applicant: _____ Date: _____

NOTE: The complete Code of Ordinances is online at www.concordnh.gov.
Sign Regulations are covered under Article 28-6, Sign Regulations