

PORTABLE SIGN PERMIT APPLICATION

Permittee

Name: _____ Permit No: _____

Address of Sign: _____ Date Issued: _____

Phone: _____ Expiration Date: _____

This permit is issued in accordance with Article IV, Section 13.06.05.5 of the Manchester Zoning Regulations and on the information submitted in your application dated _____.

PERMIT REQUIREMENTS

1. Only one portable sign shall be permitted for an individual business or establishment and the sign content must be limited to the business, service, or goods of the establishment immediately adjacent to the sign, or to an establishment located on the upper floors of the building immediately adjacent to the sign.
2. Each property shall be entitled to no more than one portable sign for every 20 feet of property frontage on a public street, regardless of the number of businesses in a given property. Properties on corner lots shall only be entitled to count the frontage on Main Street.
3. The sign shall not exceed eight (8) square feet in total area based on the dimensions of a single side, and shall not be more than 2.5 feet wide nor more than 4 feet high.
4. Signs shall be located either adjacent to the building frontage or a minimum of 18 inches from the curb, and shall provide at least five (5) feet of unobstructed sidewalk area for pedestrians. Sign shall not obstruct any required means of egress from adjacent buildings.
5. Signs shall be located with the message perpendicular to the street.
6. Signs may be displayed only when the establishment is open for business and must be removed from the right-of-way when the business is closed.
7. Signs must be constructed of durable, weatherproof materials, including wood, metal, or composite wood or synthetic materials. Glass, paper, laminated paper, PVC pipe frames or similar materials are not permitted. Signs may not be illuminated. All signs must be maintained in good repair including the sign frame structure, materials, and lettering and graphics.

The Town reserves the right, acting through the general manager or a designee, to prohibit the use of portable signs at any time because of anticipated or actual problems or conflicts in the use of a sidewalk area. These situations include but are not limited to festivals, parades, road races, repairs to the street or sidewalk, or hazardous weather conditions or other emergencies occurring in the area. To the extent possible the permittee shall be given prior written notice of the time period during which the prohibition is in effect, but failure to give notice shall not affect the right of the Town to prohibit portable signs at any time.

Permittee Signature

Zoning Enforcement Officer

TOWN OF MANCHESTER
CERTIFICATE OF USE PERMIT APPLICATION
PORTABLE SIGN – CENTRAL BUSINESS DISTRICT

This is an application for a Certificate of Use Permit to install a Portable Sign in the Central Business District in accordance with the Town of Manchester Zoning Regulations – Article IV, Section 13.06.05.5. This application shall be reviewed for compliance of said regulations and a Certificate of Use Permit will be issued only after authorizing signature by the Town of Manchester Zoning Enforcement Officer.

PLEASE TYPE OR PRINT:

Applicant: _____	Property Owner: _____
Proposed Sign Address: _____	Business Address: _____
Mailing Address: _____	Mailing Address: _____
Telephone: _____	Telephone: _____
Date: _____	Date: _____
Signature: _____	Signature: _____

The following information must be submitted with the application:

1. A site plan (2 copies) drawn to scale with dimensions showing:
 - a. The proposed location of the sign.
 - 1) The unobstructed five (5) foot (minimum) concrete sidewalk.
 - 2) The minimum 18-inch clearance from the curb.
 - b. Drawing of the proposed sign showing all necessary information to insure compliance with all applicable regulations.
2. Please list the hours of operation
Opening hour: _____ Closing hour: _____
3. A certificate of liability insurance in the amount of two 500,000 dollars with the Town of Manchester named as additional insured must be submitted before a permit is issued and be effective for the full term of the permit.
4. Application fee of \$5.00.

A copy of the Portable Sign regulations is on the reverse side of this form to help you in completing the application.