



OLD VALUES - NEW HORIZONS
COMMUNITY DEVELOPMENT

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www.WindhamNH.gov

Permanent Sign Permit Application

Application Instructions:

1. Complete the application form. Failure to provide any of the information required for the filing of this application shall be cause for the rejection of this application.
2. Review the sign regulations in Section 706 of the Town of Windham Zoning Ordinance and Land Use Regulations.
3. Owner/owners must supply written authorization to allow agents and/or other representatives to apply on the owner/owners behalf.
4. Planning Board approval is required for all new or relocated freestanding signs and all non-residential awning signs, unless already approved by the Planning Board through Site Plan approval.
5. An Electrical Permit is required for any sign that is illuminated or requires any type of electrical work.

Applicant _____

Phone _____

Applicant Email _____

Applicant Mailing Address _____

Property Owner (if different from applicant) _____

Phone _____

Owner Email _____

Owner Mailing Address _____

Sign Location _____

Zoning District _____ Tax Map Number (Map – Block – Lot) _____

Staff Use Only

Received by: _____ Date _____ Permit No. _____

Permit Fee (See Fee Schedule) _____ Total Cost _____ Cash/Check No. _____

Approved by Code Enforcement: _____ Date _____

Approved by Planning Board on Date: _____

PLEASE RESPOND TO EACH OF THE FOLLOWING SECTIONS:

TYPE OF SIGN(S) (check all that apply):

- | | | |
|--------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Awning | <input type="checkbox"/> Other | <input type="checkbox"/> Free Standing |
| <input type="checkbox"/> Illuminated | <input type="checkbox"/> Projecting | <input type="checkbox"/> Wall |
| <input type="checkbox"/> Directional | | <input type="checkbox"/> Insert into existing sign |

Attach to this application COLOR ILLUSTRATIONS OF ALL PROPOSED SIGNS which must depict:

1. Content/copy of proposed signs(s)
2. Location(s) on building (if applicable)
3. Dimensions of each proposed sign (length, width, height and total square footage)
4. Mounting/Installation Specifications for each sign

If a wall sign is proposed, provide the dimensions of the building façade on which the proposed wall sign will be located, or, if the building is occupied by more than one tenant, provide the dimensions of the façade of the tenant space:

Length of building façade or tenant space façade: _____ feet

Height of building façade or tenant space façade: _____ feet

If a new or relocated freestanding sign is proposed (which does not have previous approval from the Planning Board), must be submitted to the Planning Board administratively as an agenda item.

Applicants shall add street numbers up to eight inch (8") high on wall signs and free standing signs. (706.5.4 &706.5.8) These numbers do not count towards allowable total allowed on sign area.

I have read this application and state that, to the best of my knowledge, the information provided is true and that the permanent sign(s) will comply with the sign regulations in Section 706 of the Town of Windham Zoning Ordinance and Land Use Regulations.

I understand that if the proposed signs or signs require electrical work, an Electrical Permit Application must be submitted to the Town of Windham Building Inspector and that this Sign Permit is null and void without an approved Electrical Permit.

Applicant Signature

Date

Property Owner Signature
(if different from applicant)

Date

706. Sign Regulations – See Complete Zoning Ordinance and Land Use Regulations

706.1 Intent: This article is adopted for the regulation of signs within the Town of Windham in order to enhance the visual environment of the Town; provide for the safety, convenience and welfare of its residents; and support the local business community. Permitted signs are those that give information and directions; build the image of business and industry; and complement the character of the zoning district land use.

706.2 Definitions: Types of Signs

- **A-Frame/Sandwich Board Sign:** A self-supporting freestanding sign, sized a maximum of 4' in height and 2' in width, shaped like and "A" that is easily movable and temporary in nature.
- **Awning Sign:** Any visual message (letters, words, logos) incorporated into an awning attached to a building. If the awning only contains a street address and no other letters or words it is not considered a sign.
- **Changeable Copy Sign:** A sign on which the visual message may be manually changed. (Example: Reader boards).
- **Clear Sight Triangle:** The area defined in Section 702.2.
- **Complex:** Either commercial or industrial structure(s) with two or more tenant spaces or divisions.
- **Directional Sign:** A sign limited to providing directional or guide information on the most direct or simple route for on-site public safety and convenience. Directional signs may be located adjacent to driveways. Examples: "IN", "OUT", "ENTRANCE", "EXIT", and "PARKING". Directional signs may not contain business names, slogans, or logos, unless the business is not directly visible from the public way.
- **Electronic Reader Board:** A sign, or portion thereof, with characters, letters, or illustrations that can be electronically changed or rearranged without altering the face or the surface of the sign.
- **Freestanding Sign:** Any sign supported by structures or supports that are placed on, or anchored in, the ground and that are independent from any building or other structure.
- **Historic Plaque:** A marker, erected by federal, state, or local authority identifying a historic place, name or date.
- **Illuminated Sign:** Any sign illuminated from the interior or exterior of the sign.
- **Projecting Sign:** Any sign affixed to a building or wall in such a manner that its leading edge extends more than twelve inches beyond the surface of such building or wall.
- **Roof Line:** Shall be the lower border of a roof that overhangs the wall (the projecting edge of the roof).
- **Roof Sign:** Any sign that extends above the roofline of the building to which it is attached.
- **Seasonal Agricultural Sign:** Sign displayed during the harvest season of the item advertised
- **Sign:** Any words, lettering, parts of letters, figures, numerals, phrases, sentences, emblems, devices, designs, trade names, or trademarks by which anything is made known, such as are used to designate an individual, a firm, an association, a corporation, a profession, a business, or a commodity or product, which are visible from a public street or right-of-way and used to attract attention.
- **Sign Area:** Shall be that contiguous image area of the sign that could be used to communicate visually the advertised message; support structures and embellishments used to enhance the visual look of the sign shall not be counted in the sign area calculations so long as they are no more than 15% of the total sign area.
- **Unit:** shall consist of only one primary structure per lot with one and only one tenant space.
- **Wall Sign:** Any sign attached parallel to, but within twelve inches of a wall, painted on the wall surface, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building, and which displays only one sign.
- **Window Sign:** Illuminated and non-illuminated signs placed in the windows of a structure and viewed or intended to be viewed from outside the structure.

706.7 Signs that do not require a Permit from the Town:

706.7.1 Repainting, cleaning and other normal maintenance or repair of a sign or sign structure, as long as the sign copy or structure is not modified in any way.

706.7.2 Any traffic or directional sign, or historic plaque owned or installed by a governmental agency.

706.7.3 In any district, one unlighted temporary sign (12 sq.ft. for residential and 32 sq.ft. for 706.6.4 commercial) offering premises for sale or lease for each property, tenant space or unit in one ownership or association shall be permitted, as well as allowing one unlighted 10 sq. ft. sign identifying an architect, engineer or contractor while work is performed on the site. These signs shall be located on the subject property and must be removed when the work is completed and/or the property is sold/leased. Signs advertising an open house may only be displayed during the Open House event and 72 hours prior for a non-residential Open House event.

706.7.4 Signs placed in windows are allowed without a sign permit provided that they comply with the provisions outlined in Section 706.5.1.1, 706.5.1.2, 706.5.1.3, and 706.5.1.5

706.7.5 “Open” flags measuring 15 sq. ft. in size and attached to the building or a permanent base shall be allowed in all districts. Only one flag is allowed per business. National, State, and US military flags are exempt.

706.7.6 A-frame/Sandwich Board Signs as regulated by 706.6.2 .6.

706.7.7 Political signs. These are subject to NH RSA 664:14-664:18, as may be amended and enforcement shall be through the office of the NH Attorney General.

706.7.8 One Unlighted temporary sign (24 sq. ft. in size) advertising “Coming Soon”, “Grand Re-Opening” or similar event may be displayed while a business is under construction and until its opening. The “Coming Soon”, “Grand Re-Opening” or similar sign must meet the setback requirements of the zoning district in which it is located.

706.7.9 One (1) unlighted temporary sign advertising an event, including the date of the event, for any civic Organization, non-profit group, religious, educational or similar entity may be placed on a parcel or tenant space, whichever is least restrictive. The sign shall be no larger than 3 square feet on any residential property and no larger than 24 square feet on any property used in a non-residential fashion. The sign may be erected no earlier than fourteen (14) days prior to the event, and shall be removed within seven (7) days of the conclusion of the event. Notwithstanding the provisions of 706.6.1, the sign may be affixed to a tree, stakes or a fence, provided that it does not constitute a hazard to traffic or pedestrians.

706.7.10 “Farm Signs” as defined in *RSA 236:70 (XIX)* which promote the sale of agricultural products grown or produced on properties within Windham may be erected as off-premises signs without a permit from the Community Development Department. Such signage shall be “temporary” as described in Section 706.6.2.4, and no larger than 18” X 24”.

706.8 Sign Specifications by District:

	<i>Res. A</i>	<i>Res. B</i>	<i>Res. C</i>	<i>Rural</i>	<i>Comm.</i>	<i>GTW</i>	<i>Lim.</i>	<i>PBT</i>	<i>NB</i>	<i>VCD</i>
	<i>A</i>	<i>B</i>	<i>C</i>				<i>Ind.</i>			<i>HIST</i>
Minimum Setbacks (ft)										
front lot line	10	10	10	10	10	5	10	10	10	5
side lot line	30	30	30	50	50	10	50	50	50	5
Maximum Heights (ft)										
From Grade (Artificial grading of the landscape is not allowed for the purpose of enhancing the sign's height)										
Freestanding sign	6	6	6	6	12	8	12	12	10	5 ^F
Maximum Sign Area (ft²)										
freestanding sign (structure)	3	3	3	3	60	20	20	20	20	8 ^F
freestanding sign (complex)	20 ^B	20 ^B	20 ^B	20 ^B	60	60	60	60	20	16 ^F
wall sign	3	3	3	3	100 ^C	75 ^C	75 ^C	75 ^C	50 ^C	16
home occupation	3	3	3	3	NP	NP	NP	NP	NP	NP
Changeable Copy (ft²)		NP	NP	NP	NP	20 ^D	NP	NP	NP	16 ^E

Legend:

NP = Not permitted

Footnotes:

A. Intentionally omitted

B: Maximum per entry location; may be split between one sign on each side of the street with a 50% increase in the total for this situation.

C: Up to that amount allowed in 706.8, or 10% of the total sq. footage of the building or tenant façade, whichever is less.

D: Not to exceed 33% of the total sign area; applicable only to a freestanding sign, in addition to the maximum sign area.

E: Not to exceed 50% of the total sign area; applicable only to a freestanding sign.

F: See Section 706.4.5 for additional requirements for freestanding signs in the Village Center District.

Zoning District Abbreviations:

Res.A = Residence A

Res.B = Residence B

Res.C = Residence C

Rural = Rural

Comm. = Business Commercial A and B,

GTW = Gateway

Lim.Ind.= Limited Industrial

PBT = Professional, Business and Technology

NB = Neighborhood Business

VCD = Village Center District

HIST = Historic District