

**TOWN OF TOPSHAM  
SIGN PERMIT APPLICATION**

Date: \_\_\_\_\_

Site Address: \_\_\_\_\_

Property Use: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Sign District ([see 225-33 K](#)):

Residential	Lower Village	Highway Corridor
Commercial	Village Center	
Highway Commercial	Middle Village	

Check all sign types; include the sign(s) total area in square feet. Sign types not listed do not require a permit from the Codes office:

- Post \_\_\_\_\_sf
  - Height Above Original Grade: \_\_\_\_\_ft
- Wall \_\_\_\_\_sf
- Roof \_\_\_\_\_sf
- Banner \_\_\_\_\_sf
- Monument \_\_\_\_\_sf
  - Height Above Original Grade: \_\_\_\_\_ft
- Canopy \_\_\_\_\_sf
- Projecting \_\_\_\_\_sf
- Marquee \_\_\_\_\_sf
- Muti-Tenant \_\_\_\_\_sf
- Arcade \_\_\_\_\_sf
- Home Occ. \_\_\_\_\_sf
- EMC \_\_\_\_\_sf
  - Will the EMC sign be operated in compliance with 225-33 (J) at all times? YES / NO (circle one)
- Seasonal Retail \_\_\_\_\_sf

**DO NOT** use this application for:

- Project Directory Sign.** These signs are regulated by subsection “H” of sign ordinance and are reviewed by the Topsham Planning Board during the project site plan review process; your Site Plan approval *IS* your permit. If signage was not proposed at your site plan review you may need to amend your approval prior to installing these signs. Please contact the Planning office with questions.
- Street Banners** intended to hang over Main St.; please complete “Permit\_Street\_Banner” application

**Provide/Attach a detailed sketch of all dimensions, supports, etc. of the sign**

- Freestanding Sign: Provide a plot plan showing the sign location with distances to property lines, street travel ways, buildings and other fixed site features
- Building Mounted Sign: Provide a view of the building with sign location and detail calculation of signable area. Signable Area is the building wall area exclusive of openings and architectural details.

Do the building sign(s) extend above the Roof Line: YES / NO

Do the sign(s) have illumination: YES / NO; If yes, is the illumination INTERNAL / EXTERNAL

If located in Sign District; Commercial – Highway Comm. - Lower Village – Village Center – Highway Corridor

Total sign area for this **BUSINESS**:  
Existing Sign(s) \_\_\_\_\_ sqft. + Total proposed \_\_\_\_\_ sqft. = Total Area \_\_\_\_\_ sqft.

If located in Sign District; Residential – Middle Village

Total sign area of all signs located on the **PARCEL**:  
Existing Sign(s) \_\_\_\_\_ sqft. + Total proposed \_\_\_\_\_ sqft. = Total Area \_\_\_\_\_ sqft.

Property Owner: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Estimated Cost of sign including installation: \$ \_\_\_\_\_

I understand that any sign approved by this permit will be located on the same property as the advertised business

I Understand that no sign shall be installed within ten (10) feet of the travelway, unless the applicant presents information that demonstrates to the \*Codes Enforcement Officer that the sign doesn't impede safe-sight lines. *\*Information means signoffs from Police and Public Works departments confirming that modified site-lines are safe prior to a permit being issued when the proposal is within 10' of a travelway*

I HERBY CERTIFY THAT THE INFORMATION IN THIS APPLICATION IS COMPLETE AND CORRECT AND I AGREE TO COMPLY WITH ALL TOWN ORDINANCES AND LAWS APPLICABLE TO THIS PROJECT.

I AM OR LEGALLY REPRESENT THE OWNER OF THE SUBJECT PROPERTY FOR THE PURPOSE OF THIS PERMIT

**Signature of Applicant:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

FOR OFFICE USE ONLY

Fee Calculation: Display Area x 10 cents per square foot / minimum fee of \$10 FEE: \_\_\_\_\_

APPROVED / DISAPPROVED; CEO SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**BANNER PERMIT Valid Through \_\_\_\_\_ and then must be removed or renewed**

Permit Conditions / Comment

K. Sign district regulations. For the purposes of this ordinance, signs are regulated by district type. The Town is divided into the following Sign Districts:

**Residential:** This includes those portions of Town that are zoned residential, including the R-1, R-2, R-3 and R-4 Zoning Districts, and that portion of the MUL Zoning District that does not front on Route 196.

**Commercial:** This includes those portions of Town that are zoned for significant commercial, retail, and business development. This designation includes the MUC and MUC-1 Zoning Districts.

**Highway Commercial:** This includes those portions of Town that are zoned for commercial, business, and retail uses, but to a lesser degree than the Commercial District. This designation includes the CC-196, BP and CC Zoning Districts.

**Lower Village:** This includes those portions of Town that are zoned for commercial, retail, or business uses but are subject to Main Street design guidelines, and includes the LV Zoning District.

**Village Center:** This includes those portions of Town that are zoned for commercial, retail or business uses but are subject to Main Street design guidelines, and includes the VC Zoning District.

**Middle Village:** This includes the area of Town that represents the historic core of Topsham, which consists largely of a mix of residential and small-scale businesses. This designation includes the MV Zoning District.

**Highway Corridor:** This includes those areas of Town that are zoned commercial, primarily along major roads leading to Town, including the RCU, BP-2, LI, and I Zoning Districts, and that portion of the MUL Zoning District that fronts on Route 196.

L. Sign types and sizes by sign district.

### Consolidated Sign Table

X Not permitted

# Indicates size allowed with permit

#- Indicates size allowed with no permit required **(\*Including all signs listed in section "D")**

P Indicates permit is required; standards are in Subsections G and H

	<b>Residential</b> <sup>2,3</sup>	<b>Commercial</b>	<b>Highway Commercial</b>	<b>LV</b> <sup>3</sup>	<b>VC</b> <sup>4</sup>	<b>MV</b> <sup>3</sup>	<b>Highway Corridor</b>
<b>Maximum Signage</b> <sup>1</sup>	50	200	175	150	175	50	175
Sign Type							
Post	6 <sup>2</sup>	75 <sup>5</sup>	60 <sup>5</sup>	40 <sup>6</sup>	50 <sup>6</sup>	8 <sup>6,7,8</sup>	75 <sup>5</sup>

	<b>Residential</b> <sup>2,3</sup>	<b>Commercial</b>	<b>Highway Commercial</b>	<b>LV</b> <sup>3</sup>	<b>VC</b> <sup>4</sup>	<b>MV</b> <sup>3</sup>	<b>Highway Corridor</b>
Wall	X <sup>2</sup>	40% <sup>9</sup>	40% <sup>9</sup>	20% <sup>9</sup>	40% <sup>9</sup>	20% <sup>9</sup>	40% <sup>9</sup>
Roof	X <sup>2</sup>	50	50	X	X	X	50
Banner	X	50	50	50	50	X	50
Monument	X	75	60	40	50	8 <sup>6,7</sup>	75
Public notice	32-A	32-A	32-A	32-A	32-A	32-A	32-A
Information	X	3-A	3-A	2-A	3-A	2-A	3-A
Canopy	X	32	32	20	32	X	32
Projecting	X	32	32	32	32	X	32
Marquee	X	50	50	50	50	X	50
Multi-tenant	X	10	10	10	10	7	10
Portable	X	X	X	X	X	X	X
Real estate	16-A	32-A <sup>11</sup>	32-A	16-A	16-A	16-A	32-A
Political	16-A	32-A	32-A	16-A	16-A	16-A	32-A
Off-premises business	X	4	4	4	4	4	4
Temporary	X	X	X	X	X	X	X
<b>* Sandwich board</b>	<b>X</b>	<b>6</b>	<b>X</b>	<b>6</b>	<b>X</b>	<b>6</b>	<b>X</b>
Arcade	X	8	8	X	X	X	8
Home occupation	4	X	4	4	4	4	4
Yard sale	16-A	X	16-A	16-A	16-A	16-A	16-A
Movable	X	X	X	X	X	X	X
<b>*Development</b>	<b>32</b>	<b>32</b>	<b>32</b>	<b>X</b>	<b>32</b>	<b>X</b>	<b>32</b>
<b>*Project/contractor</b>	<b>16</b>	<b>32</b>	<b>32</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>32</b>
Project directory	X	P	P	P	P	P	P
<b>*Service club</b> <sup>12</sup>	<b>4</b>	<b>X</b>	<b>X</b>	<b>4</b>	<b>X</b>	<b>X</b>	<b>X</b>
EMC	X <sup>2,13</sup>	75 <sup>14</sup>	X <sup>13</sup>	X	X	X	X <sup>13</sup>
Seasonal retail	16	32	32	16	16	16	32

- 1 Maximum square feet of signage per business, except in the R, MV and **(H)** Districts, which is per parcel. **General: H was Historic District in a prior ordinance and is no longer applicable in this sign ordinance. Footnote (1) only applies to R and MV**
- 2 Neighborhood grocery stores in residential districts shall be allowed one post/monument sign not to exceed 40 square feet, and total signage of no more than 150 square feet. Canopy signs shall be limited to 32 square feet of total signage. Roof signs shall be no higher than 25 feet above finished grade, measured to the top of the sign. No internally illuminated signs are permitted. Only gasoline prices may be changeable. **General: There is no height regulation of a post/monument sign by this footnote; A single EMC per J(8) is permitted**
- 3 No internally illuminated signs are permitted.
- 4 No internally illuminated signs are permitted, except on those lots that abut Route 196.
- 5 Post signs shall not exceed 25 feet in height from original grade to top of sign.
- 6 Signs shall not exceed 15 feet in height from original grade to top of sign.
- 7 Eight square feet of post signage per business, up to a maximum of 18 square feet of signage for the property, all on a single post or monument.
- 8 Post signs shall not exceed ten (10) feet in height from original grade to top of sign.
- 9 Percent of signable area of the facade.
- 10 No more than 10 square feet per tenant.
- 11 Up to 200 square feet when attached to a building.
- 12 Service club signs shall be consolidated at a single location, within the public right-of-way, along each state highway. No individual sign may be larger than \*4 square feet.  
**\* Signs placed within a public right-of-way may be prohibited or regulated under State Law Title 23 §1913-A and subject to removal by MDOT. Before placing these signs you may want to confirm they are in compliance by calling MDOT at 207-624-3000**
- 13 EMCs are allowed as gasoline pricing signs only. **General: A single EMC per J(8) is permitted**
- 14 Within the MUC Zoning District only.