

**TOWN OF TOPSHAM  
SIGN PERMIT APPLICATION**

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

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

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

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

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
- Wall \_\_\_\_\_sf
- Roof \_\_\_\_\_sf
- Banner \_\_\_\_\_sf
- Monument \_\_\_\_\_sf
- Canopy \_\_\_\_\_sf
- Projecting \_\_\_\_\_sf
- Marquee \_\_\_\_\_sf
- Muti-Tenant \_\_\_\_\_sf
- Arcade \_\_\_\_\_sf
- EMC \_\_\_\_\_sf
- Seasonal Retail \_\_\_\_\_sf
- Directory (submit leasable area subject to section H-1)

**DO NOT** use this application for:

- 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 signs extend above the Roof Line: YES / NO

Do the signs 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 AND 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

Permit # SI \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Residential        | <input type="checkbox"/> Village Center   |
| <input type="checkbox"/> Commercial         | <input type="checkbox"/> Middle Village   |
| <input type="checkbox"/> Highway Commercial | <input type="checkbox"/> Highway Corridor |
| <input type="checkbox"/> Lower Village      |   |

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

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

Permit Conditions / Comment

**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.

- ❖ **District R2B is not listed, businesses located in R2B are permitted to place signs and these signs are regulated by the Highway Corridor sign zone standards.**

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")**
- A "D"
- P Indicates permit is required; standards are in Subsections **G** and **H**

**Advisory, see def. Sign**

	Sign District						Highway Corridor
	Residential <sup>2,3</sup>	Commercial	Highway Commercial	LV <sup>3</sup>	VC <sup>4</sup>	MV <sup>3</sup>	
<b>Maximum Signage</b>	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>

Advisory, see def. Sign

Sign District

	Residential <sup>2,3</sup>	Commercial	Highway Commercial	LV <sup>3</sup>	VC <sup>4</sup>	MV <sup>3</sup>	Highway Corridor
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	50-A	75-A	75-A	75-A	75-A	50-A	75-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
Off-premises business	X	4	4	4	4	4	4
Temporary	X	X	X	X	X	X	X
*Sandwich board	X	6	X	6	X	6	X
Arcade	X	8	8	X	X	X	8
Home occupation (See definition HO sign)							
Movable	X	X	X	X	X	X	X
*Development	32	32	32	X	32	X	32
*Project/contractor	16	32	32	16	16	16	32
Project directory (see section "H")	X	P	P	P	P	P	P

Advisory, see def. Sign

	Sign District						Highway Corridor
	Residential <sup>2,3</sup>	Commercial	Highway Commercial	LV <sup>3</sup>	VC <sup>4</sup>	MV <sup>3</sup>	
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

**NOTES:**

<sup>1</sup> 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.**

<sup>2</sup> 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.

- ❖ **The term “Only gasoline prices may be changeable” means if in accordance with section J(8). Note that J(8) only allows a single sign**
- ❖ **General: There is no height regulation of a post/monument sign by this footnote**

<sup>3</sup> No internally illuminated signs are permitted except public notice signs displayed in accordance with section “J”.

<sup>4</sup> No internally illuminated signs are permitted, except on those lots that abut Route 196 and public notice signs displayed in accordance with section “J”.

<sup>5</sup> Post signs shall not exceed 25 feet in height from original grade to top of sign.

<sup>6</sup> Signs shall not exceed 15 feet in height from original grade to top of sign.

<sup>7</sup> 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.

<sup>8</sup> Post signs shall not exceed ten (10) feet in height from original grade to top of sign.

<sup>9</sup> Percent of signable area of the facade.

<sup>10</sup> No more than 10 square feet per tenant.

<sup>11</sup> Up to 200 square feet when attached to a building.

<sup>13</sup> EMCs are allowed as gasoline pricing signs only.

- ❖ **General: A single EMC per J (8) is permitted.**

<sup>14</sup> Within the MUC Zoning District only.