



Town of Belmont, NH

SIGN PERMIT APPLICATION

Applications are available in the Land Use office and website. Applications that are complete and in compliance with the Ordinances and Regulations are usually processed within 10 to 14 business days. Please contact the Building Official to determine when your permit will be issued. Application must be printed or typed and be complete and legible. Proposals are required to comply with all State of NH Codes and Regulations as well as those adopted by the Town of Belmont, which include, but are not limited to IBC, NFPA, all Land Use Ordinances and Regulations. Applicant is responsible to assure that all information in this application is correct. Permits expire if not substantially acted upon within 6 months or if construction activity ceases. Applicant is required to call the Building Inspector for all required inspections. Signs for inactive, closed or abandoned uses shall be removed within 30 days. Fees are due upon submission. Deliver checks made payable to "Town of Belmont" with application form to land use office. Fees for approved applications are non-refundable

1. Applicant's Name: _____ Tele: _____ Fax: _____

Mailing Address: _____

2. Land Owner's Name (If Different): _____ Tele: _____

Mailing Address: _____

3. Contractor: _____ Tele: _____

Mailing Address: _____

4. Electrician: _____ Lic.#: _____ Tele: _____

5. Location of work: Street #/Name: _____

6. Tax Map #: _____ Tax Lot #: _____ Zoning District: _____ Dollar Value of Improvement: _____

7. List all uses and structures currently on property: _____

8. Briefly explain current proposal: _____

9. Type of **Proposed** Sign (*Check all that apply*)

New Sign Repair or Alter existing Sign Replace Sign/Face Change wording/message on existing sign

Free Standing Attached to Building Unlit Lighted - Interior lite or Exterior lite

Permanent lettering Changeable lettering Electronic Single-Sided Double-sided

Sign Wording: _____

Sign Face Dimensions: _____ Width _____ Height Maximum Height from top of sign to ground: _____

10. **If this is an existing sign** provide the following information on the **Existing** sign (prior to making the above-noted changes):

Existing sign: Free Standing Attached to Building Unlit Lighted - Interior lite -or- Exterior lite

Permanent lettering Changeable lettering Electronic Single-Sided Double-sided

Sign Wording: _____

Sign Face Dimensions: _____ Width _____ Height Maximum Height from top of sign to ground: _____

(Attach Photo of Existing Sign and sketch showing Location/distance to all property lines)

11. **LAND OWNER:** I authorize this application and Town staff to enter onto my property for the purposes of this review.

Land Owner's Signature: _____ Date: _____
(For Campground, Condominium or other non-individual form of ownership, signature of Association rep required)

BUILDING/SIGN/BUSINESS OWNER: I hereby certify that the proposed work will conform to all applicable laws of this jurisdiction. In addition, all site work shall conform to NH Department of Environmental Services Regulations, and Best Management Practices shall be implemented to restrict any erosion or sedimentation. I authorize Town staff to enter onto my property for the purposes of this review.

Building/Sign/Business Owner's Signature: _____ Date: _____

Please: Mail permit__ **OR** Call when ready to pick up__ (Tele. # to call: _____)

PERMIT MUST BE IN-HAND PRIOR TO BEGINNING PROJECT AND ON-SITE DURING PROJECT PLOT PLAN INSTRUCTIONS

A plot plan must be submitted and may be drawn below or on a separate sheet. It shall be neatly drawn, legible, and include the following information:

- | | |
|--|--|
| Boundary lines of lot with dimensions of each line. | Name/location of adjacent road(s). |
| North arrow. | Approximate location of each on-site building. |
| Location of proposed/existing sign(s). | Location of all driveways. |
| A. If existing sign is to be repaired or replaced
- show existing sign location; <u>and</u> | Location of any wetlands, streams, or waterbodies on site. |
| B. If sign is to be added or relocated –
show proposed location. | |

Indicate how far (in feet) the existing and proposed sign(s) is from all property lines. When measuring the front setback, distance is to be measured from the property line, not the edge of the road.

Any additional information that will adequately describe the proposed work.

OFFICE USE ONLY

Proposal complies with applicable Land Use Regulations.

Planning Board Chairman _____ Date: _____

Conditions: _____

Date Variance Granted: _____ Purpose/Conditions: _____

Date Special Exception Granted: _____ Purpose/Conditions: _____