Zoning & Building Permits Submission Checklist
Sign Or Awning

______ This Checklist completed by the applicant

______ Property owner’s signature  (NOT business owner)

______ $100.00 Application filing fee

______ Copy of Certificate of Insurance (required for TEMPOARY SIGNS ONLY), naming the Town as an additional insured in the amount of $2.0 million per occurrence

______ Plot plan, site sketch or photograph indicating proposed sign/marketing equipment placement (location)

______ Sketch or photograph of proposed sign/marketing equipment, showing exact dimensions of the total surface area and proposed text or graphics

______ List of existing signs/marketing equipment on the property, including dimensions  (Please see Property Owner/Manager for assistance)

**Permanent signs and/or those involving electrical work require:**

______ Construction documents showing dimensions, materials, foundation & wiring details as applicable to the project

______ Structural attachment or support details
The Town Manager has instituted new regulations pertaining to all temporary signs and other marketing equipment placed on public ways. Failure to comply with these regulations will result in the removal of the equipment/sign(s).

Effective September 19, 2013, the Town of Hanover requires the following for all sandwich board signs, tables, easels, display carts, and other similar temporary items:

1. Sandwich board signs cannot be placed on the sidewalk without a sign permit. Permits can be obtained from the Planning and Zoning Department at a cost of $80 per year, and must be renewed yearly.

2. Permits also require that the owner provide the Town with a Certificate of Insurance (COI), naming the Town as an additional insured in the amount of $2.0 million per occurrence. A copy of your COI must be provided at the time you obtain your permit from Planning and Zoning.

3. Any sandwich board signs which are not permitted will be removed.

4. Sandwich board signs must not impede public use of the sidewalks or alleyways. They must be placed so that one side of the sign is pulled up against the front façade of the building. They cannot be placed at the edge of the curb nor can they be freestanding in the center of the sidewalk.

5. Sandwich boards, display racks and tables shall not reduce the clear width of a sidewalk to less than five (5) feet between the permitted object and any other permanent impediment, such as a tree, light pole, sidewalk bench, parking meter, fire hydrant or vertical curb.

6. Sandwich board signs must be placed in front of the business advertised on the sign. They cannot be placed several doors away from the business (such as at the top of the street or at an intersection well removed from the business in question).

7. Any display table or carts must be placed up against the façade of the building and may not be freestanding on the sidewalk.

8. Dining tables and chairs must also be placed up against the front façade of the restaurant. The Town reserves the right to require the placement of smaller tables or fewer chairs if we have a concern that the remaining pedestrian passageway is too narrow for pedestrians or wheelchairs to traverse. In no case should the tables and chairs extend out to such an extent that they reduce the pedestrian way to less than five (5) feet in travel width.
APPLICATION for ZONING & BUILDING PERMITS

☐ Sign OR ☐ Awning

☐ TEMPORARY OR ☐ PERMANENT (if permanent: ☐ Free-standing OR ☐ Building-mounted)

☐ Replacing existing Sign/Awning being replaced

☐ Illuminated Electrician name & NH license #

Use/activity sign/awning relates to

Proposed Location

Tax Map _________ Lot _________ Zoning District _________

Property Owner

Mailing address

Email address

Property Owner signature

☐ or letter of agent authorization with owner’s signature

Date

Project Agent

Mailing address

Email address

Agent signature

Date

Estimated Construction Cost $__________ (Required for permanent signs and/or when electrical work will be performed)

Permit Fee $100.00 Date Paid ____________

In Accordance with Section 205.3 of the Zoning Ordinance, this Permit is posted on: ___/___/____.
The 15-day Appeal Period will expire on: ___/___/____. Upon issuance of a valid Building Permit, work may begin at the owner’s risk prior to the expiration of the 15-day Appeal Period.

Zoning Permit is hereby issued. ______________________ Zoning Administrator Date

Building Permit is hereby issued. ______________________ Building Inspector Date

PERMITS ARE ISSUED SUBJECT TO THE FOLLOWING CONDITION(S):

______________________________________________________________

______________________________________________________________

06/2019 SIGN / AWNING