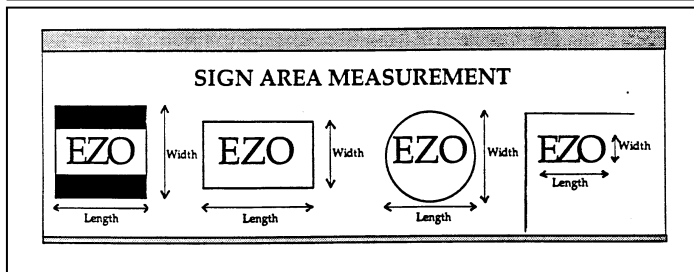
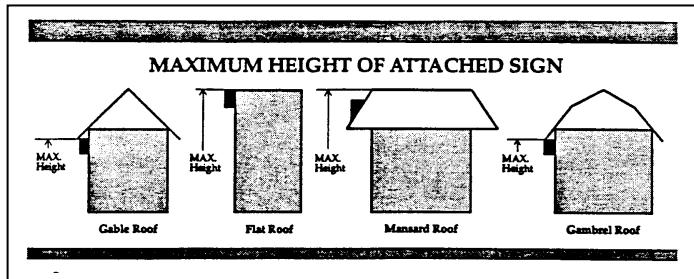


# TOWN OF ENFIELD - SIGN APPLICATION

[Application # - Department use only]: SAN # \_\_\_\_\_ / BAN # \_\_\_\_\_

**A COMPLETE SIGN APPLICATION CONSISTS OF ALL THE FOLLOWING:**

1. A completed and signed application form: Please fill out both sides and provide all requested information regarding the site, existing signs, and any proposed sign[s].
2. A copy of proof of ownership of the site / building or a copy of a signed lease agreement.
3. Drawing of the sign showing:
  - a. Height, width, and depth with sq. ft. calculated;
  - b. Dimensions and color of text and background;
  - c. Location sketch[es]: Elevation sketch if attached sign / elevation of sign and site plan of site with location if freestanding sign;
  - d. Overall height of freestanding sign;
  - e. Method of illumination, if any.
4. If part of a multi-tenant building, proposed signs "shall be generally consistent" with any sign theme approved for the site by the Planning & Zoning Commission.
5. This form is to be used for all sign applications, whether type 'B' or 'C'
6. **FEES:** See fees under 'Permit Type' below. Please make checks payable to: **Town of Enfield.**



If you have questions, please review your application with the Zoning Enforcement Officer prior to submittal

mm/dd/yyyy

**DATE:** \_\_\_\_\_ **FEE:\$** \_\_\_\_\_ **plus \$60** [State fee; per application as applicable] = **TOTAL FEE \$** \_\_\_\_\_

**PERMIT TYPE** [Check one] **Actual EZO Section under which application is submitted:** \_\_\_\_\_

- \_\_\_\_\_ Type B (Planning Office approval, EZO Section 10.30.2B - temporary signs) **Fee:** \$35 per sign
- \_\_\_\_\_ Type B (Planning Office approval, EZO Section 10.30.2B - all others) **Fee:** \$20 per sign, plus \$1 / sq. ft.
- \_\_\_\_\_ Type B (PZC approval, EZO Section 10.30.2B[iii]) **Fee:** \$20 per sign, plus \$1 / sq. ft. above SUP / SPR fee
- \_\_\_\_\_ Type C (EZO Sections 10.30.2C & 9.10.1B) **Fee:** \$20 per sign, plus \$1 / sq. ft.

**SIGN APPLICATION FORM & FEES MUST BE SUBMITTED WITH TYPE 'C' APPLICATIONS**

**Prior permit file numbers relating to site** [listed latest to oldest]: \_\_\_\_\_

<b><u>APPLICANT</u></b>	<b><u>RECORD</u></b>	<b><u>BUSINESS NAME /</u></b>
<b><u>Mailing address</u></b>	<b><u>PROPERTY OWNER</u></b>	<b><u>STREET ADDRESS</u></b>
Name: _____	_____	_____
Street: _____	_____	_____
Town / State / Zip _____	_____	Map    Lot    Acct # _____ / _____ / _____
PH# _____ / _____	_____ / _____	Zoning District _____
(If mailing address is a P.O. Box, insert correct zip code)		
Contact & Phone # _____		
Applicant / Owner Signature: _____		
Please print signature: _____		
EMAIL: _____		

DEPT. DATE STAMP

**SITE INFORMATION**

	Distance to Right of Way	<u>M</u> ulti or <u>S</u> ingle Tenant Bldg.	Linear Feet Frontage [ of building or unit ]	Total ft. <sup>2</sup> Attached [existing]	Total ft. <sup>2</sup> Freestanding [existing]
<b>BUILDING:</b>	_____	_____	_____	_____	_____
<b>SITE:</b>			Linear Feet Frontage [ of site parcel ]	_____	_____

**SIGN INFORMATION**

<b><u>PROPOSED TYPE</u></b>	<b><u>ATTACHED</u></b>	<b><u>BANNER</u></b> [Temporary]	<b><u>FREESTANDING</u></b>
NEW [count]	_____	_____	_____
REPLACEMENT [count]	_____	_____	_____
SIGN [H x W x D]	_____	_____	_____
SIGN [in □ ft.]	_____	_____	_____
Temporary banner, flag, hot/forced air balloon start/end dates: _____ Available banner posting days remaining in calendar year: _____			Overall freestanding sign height↓ _____
<b><u>OTHER</u></b> / Describe: _____		Sign illumination, if any: _____ (Must be filled out)	

**SITE PLAN SKETCH**

\_\_\_\_\_

Indicate frontage road name[s] & north arrow

**SIGN ELEVATION SKETCH**

Include text, logos, and all design elements related to the sign. We do not regulate text but must document each sign completely.

\_\_\_\_\_

**\* BE SURE TO CHECK WITH THE BUILDING DEPARTMENT; SINCE YOU MAY NEED A BUILDING PERMIT TO GO ALONG WITH THE ZONING PERMIT.\***