

Parcel (Map) _____ (Lot) _____

Building Permit # _____

(office use)

SIGNAGE/AWNING APPLICATION

Permit fee is \$250.00 plus \$1.00 per square foot

PLEASE COMPLETE ALL INFORMATION

ADDRESS: _____

Owner, Name, Address and Telephone #: _____

Applicant, Name, Address and Telephone #: _____

Single-tenant lot? Yes _____ No _____

Multi-tenant lot? Yes _____ No _____

More than one total sign with proposed sign? Yes _____ No _____

INFORMATION ON EXISTING SIGN(S)/AWNING(S):

Freestanding sign? Yes _____ No _____ Existing dimensions: _____, _____, _____ sf
(e.g. pole) **Proposed dimension:** _____, _____, _____ **sf**

Bldg. wall sign Yes _____ No _____ Existing dimensions: _____, _____, _____ sf
(attached to bldg.?) **Proposed dimensions:** _____, _____, _____ **sf**

Awning? Yes _____ No _____ Existing dimensions: _____, _____, _____ sf
Proposed dimensions: _____, _____, _____ **sf**

Number of entrances for your store/office: _____ Length of wall where customer entrance is located?: _____

Is the sign illuminated? Yes _____ No _____; If yes, is the sign illuminated by a mounted light? Yes _____ No _____

Is it internally lit? Yes _____ No _____ Is it an electronic sign? Yes _____ No _____

Is awning backlit? Yes _____ No _____; Dimensions: _____

Height of awning: _____ Length of awning: _____ Depth: _____

Is there any communication, message, trademark or symbol on it? Yes _____ No _____

If yes, total square footage of panels with communications/message/trademark/symbol? _____ s.f.

Total Number of New Signs or Awnings: _____

Total Square Footage of all awnings/signs: _____ **sf, (multiple square footage by \$1.00): \$ _____,**
plus Base fee: \$250.00, Total Cost of permit: \$ _____

Email address: _____

Signature of Applicant: _____ Date: _____

ELECTRONIC SIGN QUESTIONNAIRE

As part of the sign ordinance the electronic portion has certain standards. If you are applying for an electronic sign, **you must submit this filled out**, addressing each item listed below. Provide manufacturers information for items 8 and 9 that requests *illumination levels generated by this light source*.

A-2. Standards for electronic message centers. All electronic message centers shall comply with the regulations contained in Subsection A above, as well as the following regulations: **[Added 6/8/2010]**

(1). Pole and/or monument electronic message centers shall be placed no lower than 10 feet above grade of the road on which the lot has frontage if the sign is within 25 feet of the edge of road pavement.

(2). The display on any electronic message center may not change more often than one time per 10 minutes. However, an electronic message center that consists solely of indicators of time and/or temperature may change more often, provided that the change is accomplished as rapidly as technologically practicable, with no phasing, rolling, scrolling, flashing or blending.

(3). The electronic message center portion of the sign shall be designed to minimize glare and to minimize the illumination of abutting lots or streets.

(4). No electronic message center may exceed 40 square feet and the maximum width or height may not exceed 10 feet.

(5). On a single lot, no more than one electronic message center shall be permitted.

(6). The message on the electronic message center must change as rapidly as technologically practicable, with no phasing, rolling, scrolling, flashing or blending.

(7). The message on the electronic message center may consist of alphabetic or numeric text on a plain background and may include graphic, pictorial or photographic images. However, continuous streaming of information or video animation is prohibited.

(8). All electronic message centers shall be designed and operated with automatic dimming features and the ability that the owner/operator of the sign has the capability to reduce the illumination and/or brightness to adjust to background and ambient light conditions. These controls may include an auxiliary photocell on or near the sign.

(9). All electronic message centers within the Town of Wells shall meet the following standard with regard to luminance. The eye luminance limit is 0.3 foot-candles (fc); which means that the increase above ambient levels of lighting caused by switching on the sign shall not exceed 0.3 fc measured at 100 feet from the sign standing as near as perpendicular to the sign as possible or at the edge of the pavement no more than 100 feet using a foot-candle meter held five feet above grade. Typically, the maximum luminance will be at a right (90°) angle to the face of the sign.

A site sketch and building sketch showing exactly where existing and new signage is located must be provided. Sketches and/or pictures of proposed signage are also required.

SUBMIT PLOT PLAN DRAWING OF PROPOSED SIGNS/AWNINGS AND LOCATION ON BUILDING/PROPERTY.

- **INFORMATION ON PROPOSED SIGN(S):** provide cut-sheet, drawing or picture or proposed sign (s).
- **INFORMATION ON PROPOSED AWNING(S):** provide cut-sheet, drawing or picture or proposed awning(s)

REMINDER: Sandwich Board signs also require permits – it may be included with this application. The requirements have been included for your convenience.

A **Sandwich Board** is a type of advertisement composed of two boards (holding a message or graphic) and being either:

- Carried by a person, with one board in front and one behind, creating a ‘sandwich’ effect; or
- Set-up (for example – next to a store advertising its goods) in a triangle shape, hinged along the top.

If you are requesting a sandwich board sign, please fill in the sign information on the sandwich board on the last page.

Provide a photo of your proposed changeable, readable sandwich board.

