



PLANNING AND DEVELOPMENT
 14 NORTH STREET
 CLAREMONT, NH 03743
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SIGN PERMIT APPLICATION

Map: _____	Lot: _____	Zoning District: _____	Number of Currently Existing Signs: _____
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Location Address: _____
 Name of Business: _____

Applicant(s) Name: _____
 Applicant Address and Contact Telephone Number(s): _____

Property Owner(s) Name: _____
 Property Owner(s) Address and Contact Telephone Number(s): _____

Type of Exterior Sign Being Requested:				
<input type="checkbox"/> Affixed	<input type="checkbox"/> Hanging	<input type="checkbox"/> Freestanding	<input type="checkbox"/> * Historic District	<input type="checkbox"/> Home Occupation

* Applicants within the Historic District must provide a signed Certificate of Appropriateness with supporting documentation.

Number of Signs: _____ Square Feet Each Sign: _____ Total (Combined) Square Footage: _____

General Information:	Yes	No
Does the proposed sign(s) replace any existing signage?		
Will the proposed sign(s) be illuminated?		
Will the proposed sign(s) be suspended over a public Right-of-Way?		
Will the proposed sign(s) be located on a corner lot?		

This completed application must be submitted with a set of plans showing:

- Site location
- Sign size, colors, design
- Lettering design, size and type
- Method of illumination
- Type of materials to be used in construction

I hereby certify that the owner of record authorizes the proposed work and I have been authorized by the owner to make this application as his agent, and we agree to conform to all applicable laws of the City of Claremont. I hereby declare that all statements made on this application are true to the best of my knowledge and authorize agents of the City of Claremont to enter upon the property for purpose of inspection. Applicants are advised that the making of a false statement on this form is a criminal offense.

Applicant(s) Signature(s): _____ Date: _____

FOR OFFICE USE ONLY	
<input type="checkbox"/> Approved for Sign Permit Issuance <input type="checkbox"/> Application Denied Reason(s) for Denial: _____ _____	
Signature of Zoning Administrator: _____	Date: _____
Building Inspection Required - <input type="checkbox"/> Yes , <input type="checkbox"/> No	Electric Permit Required - <input type="checkbox"/> Yes , <input type="checkbox"/> No



CITY OF
CLAREMONT
SIGN PERMIT INFORMATION

SIGNS ALLOWED WITHOUT PERMITS

The following signs are allowed in all zoning districts as a permitted use without a sign permit:

1. One (1) temporary non-illuminated sign no greater than nine (9) square feet in area **advertising the sale, rent or lease of the premises.**
2. Political signs as regulated by RSA 664.
3. Temporary non-illuminated signs pertaining to **yard, garage, and similar special sales or events.** These signs shall only be displayed while such sale or special event is actively in progress.
4. Directional signs indicating entrance and exit driveways, parking regulations and **signs deemed essential to protect the public health, safety and welfare.** Such signs shall be no larger than four (4) square feet.
5. Signs and decorations displayed as part of the celebration of holidays, or national, state or local citywide events or festivals.
6. Temporary special promotional signs **for public, institutional, cultural, or civic events** occurring within or relative to the city.
7. Bulletin or announcement boards not exceeding thirty-two (32) square feet in total area on the premises of **schools, churches or other public facilities.**
8. One (1) temporary sign not exceeding thirty-two (32) square feet on a building or **project under construction identifying the architect, owner, and/or contractor.**
9. One (1) **directory of the principal occupants** of a building may be affixed to the exterior wall at each entrance to the building. Such directory shall not exceed one (1) square foot for each occupant.
10. One (1) sign not exceeding two (2) square feet **identifying the name and/or address of the occupant.**
11. One (1) temporary non-illuminated sign not exceeding thirty-two (32) square feet **advertising the sale, rent, lease of an existing commercial or industrial use** or land located in the B-1, B-1.5, B-2, I-1, I-3 or MUM zoning district.
12. One (1) temporary, non-illuminated sign, not exceeding nine (9) square feet, **advocating a social or political message**, if such signs are not regulated by RSA 664 and **subject to the following limitations:**
 - a. No sign allowed by this section shall be placed within ten (10) feet of a city right-of-way.
 - b. No sign allowed by this section shall be permitted to become an aesthetic detriment to the general neighborhood where it is located because of lack of maintenance or effects of weather.

(Ord. No. 236, § 7(2-13.8), 12-14-83; Ord. No. 307, § 1(2-13.8), 8-9-89; Ord. No. 359, 7-13-94; Ord. No. 386, 9-10-97; Ord. No. 411, 11-8-00)



SIGN PERMIT INFORMATION

GUIDELINES

Zone	# Signs Allowed	Max. Sign Area Measurement	Illumination
AR	1	4 sq ft – ID Home Occupation	<ul style="list-style-type: none"> • Only external, non-flashing white light • No sign shall be illuminated between 9pm & 7am, except for legally nonconforming uses • Cannot be placed so that light is focused in eyes of traffic or residence window
RR	1	24 sq ft – ID permitted use	
RR-2	1	32 sq ft - ID Residential Dev.	
	1	40 sq ft - ID non-conforming	
R-1	1	4 sq ft – ID permitted use	<ul style="list-style-type: none"> • Only external, non-flashing white light • No sign shall be illuminated between 9pm & 7am, except for legally nonconforming uses • Cannot be placed so that light is focused in eyes of traffic or residence window
R-2	1	32 sq ft - ID Residential Dev.	
	1	40 sq ft - ID non-conforming	
PR	1	16 sq ft – ID permitted use	<ul style="list-style-type: none"> • Only external, non-flashing white light • No sign shall be illuminated between 9pm & 7am, except for legally nonconforming uses • Cannot be placed so that light is focused in eyes of traffic or residence window
	1	32 sq ft - ID Residential Dev.	
	1	40 sq ft - ID non-conforming	
B-1	1 each frontage	* 2 sq ft per linear ft frontage	<ul style="list-style-type: none"> • Illumination only between the hours of 7am and midnight except that signs may be illuminated during any hours in which an establishment is open for business • Indicators of date, time and temp not restricted to hours of illumination • No intermittent, traveling, tracing or sequential illumination • No animation or flashing except for public service information/announcements • Cannot be placed so that light is focused in eyes of traffic or residence window
B-2	1 hanging ea. frontage	2 faces –8 ft prjctn-25 sq ft	
I-1	freestanding per lot	See Zoning Administrator	
I-2			
MUM			
B-1.5	1 affixed or hanging	16 sq ft – ID permitted use	<ul style="list-style-type: none"> • Illumination only between the hours of 7am and midnight except that signs may be illuminated during any hours in which an establishment is open for business • Indicators of date, time and temp not restricted to hours of illumination • No intermittent, traveling, tracing or sequential illumination • No animation or flashing except for public service information/announcements • Cannot be placed so that light is focused in eyes of traffic or residence window
	1 freestanding per frontage	16 sq ft – 8 ft ht	
	Alternatives per Special Exception		
HDC	**		<ul style="list-style-type: none"> • No intermittent, traveling, tracing or sequential illumination • No animation or flashing except for public service information/announcements • Cannot be placed so that light is focused in eyes of traffic or residence window
MHC	HDC - Must Have Historic District Commission Approval		

* *Shall not exceed 2 sq ft for each linear foot of frontage or 150 sq ft, whichever is less, except in the B-2 zone, if the gross ground floor area of the building on the lot exceeds 20,000 sq ft. For each 1000 sq ft in excess of 20,000 sq ft, an additional 5 sq ft of sign are permitted up to 300 sq ft. Building Frontage on 2 streets – may compute frontage on both streets but the amount allowed cannot be combined and put on 1 frontage.*

** *All signs should follow the guidelines of the respective zoning district that they are located in within the HDC District.*



CITY OF
CLAREMONT
Code of Ordinances

Chapter 22 ZONING

ARTICLE VII. SIGNS

Sec. 22-596. Permit required.

(a) No sign shall be placed, erected, moved, replaced, or reconstructed without a permit unless specifically exempted in this chapter. Such permit shall be issued by the zoning administrator provided the sign meets all the requirements of this chapter. Applications for a sign permit shall be made to the zoning administrator on the form provided by him and shall include a set of plans (to scale), showing site location, sign size, colors, the design, type, and size of lettering, method of illumination, (if any), and the type of materials to be used in construction.

(b) All signs requiring a permit and signs permitted by section 22-603(7) and (9) that are to be located within the historic zoning district shall be subject to the provisions of section 22-397 et seq. No permit shall be issued for a sign within the historic zoning district without a certificate of appropriateness from the historic district commission.

Sec. 22-597. Construction and maintenance.

The material and construction of any sign shall be in accordance with the building code and other city requirements. All signs shall be maintained in a safe condition and, in good repair.

(Ord. No. 236, § 7(2-13.2), 12-14-83)

Sec. 22-598. Location.

The placement of signs shall be as follows:

(1) All signs shall be prohibited within the rights-of-way of public highways except that signs may project over public sidewalks provided no public hazard is created.

(2) On corner lots no sign shall be erected or placed in such a manner so as to materially impair vision in a triangular area formed by the intersecting street right-of-way lines and a line connecting two (2) points on the street right-of-way lines located thirty (30) feet from their intersection.

(3) Signs in all districts shall not be closer than five (5) feet to lot lines unless affixed to a building.

(Ord. No. 236, § 7(2-13.3), 12-14-83)

Sec. 22-599. Billboards and off-premises advertising.

Billboards shall not be permitted. Signs not relating in subject matter to the premises on which they are located, or not related to products, accommodations, services, or activities on the premises are prohibited.

(Ord. No. 236, § 7(2-13.4), 12-14-83)

Sec. 22-600. Sign movement and color.

No sign shall move nor create an illusion of movement through shimmering and/or rippling. No sign shall contain any parts which move except those parts unrelated to advertising and which solely indicate date, time, temperature, and similar public service announcements. No sign shall use phosphorescent, fluorescent, or day-glow colors.

(Ord. No. 236, § 7(2-13.5), 12-14-83)

Sec. 22-601. Illumination.

Signs shall be illuminated only in accordance with the following restrictions:

(1) No sign shall be intermittently illuminated nor of a traveling, tracing or sequential light type. No sign shall employ animated or flashing lights except such portions of a sign that are indicators of time, date, temperature, or for similar public service announcements.

(2) No sign, or related outdoor lighting fixture, shall be so placed as to focus light directly into the eyes of any occupant of any vehicle traveling upon any street nor shall the sign, or fixture, be so placed as to focus light into any window of any residence.

(3) In AR, RR, R-1, R-2, and PR districts, signs shall be artificially illuminated only by external, nonflashing white light. No sign shall be illuminated between the hours of 9:00 p.m. and 7:00 a.m., except for legally nonconforming uses which may have signs illuminated during normal business hours.

(4) In B-1, B-1.5, B-2, I-1, MUM, I-2 and I-3 districts, illuminated signs are permitted subject to the following conditions:

a. Sign illumination if permitted only between the hours of 7:00 a.m. and 12:00 midnight except that signs may be illuminated during any hours in which an establishment is open for business.

b. Such portions of a sign as consist solely of indicators of date, time and temperature shall not be restricted as to hours of illuminations.

(Ord. No. 236, § 7(2-13.6), 12-14-83; Ord. No. 359, 7-13-94; Ord. No. 411, 11-8-00)

Sec. 22-602. Sign area measurement.

The measurement of the area of a sign shall be the surface area and shall be considered to include all lettering or elements of a sign, accompanying design and symbols, together with the background, whether open or closed, on which they are displayed, but not including any supporting framework and bracing which are incidental to the display itself and which are not designed to attract attention. Where the sign consists of letters or symbols affixed to a surface or building, without any distinguishing border, panel or background, the area shall be considered to be the smallest rectangle or shape which encompasses all of the letters and symbols. The area of one (1) side of a double-faced sign shall be regarded as the total area of the sign.

(Ord. No. 236, § 7(2-13.7), 12-14-83)

Sec. 22-603. Signs allowed in all zoning districts without permits.

The following signs are allowed in all zoning districts as a permitted use without a sign permit:

- (1) One (1) temporary nonilluminated sign no greater than nine (9) square feet in area advertising the sale, rent or lease of the premises.
- (2) Political signs as regulated by RSA 664.
- (3) Temporary nonilluminated signs pertaining to yard, garage, and similar special sales or events. These signs shall only be displayed while such sale or special event is actively in progress.
- (4) Directional signs indicating entrance and exit driveways, parking regulations and signs deemed essential to protect the public health, safety and welfare. Such signs shall be no larger than four (4) square feet.
- (5) Signs and decorations displayed as part of the celebration of holidays, or national, state or local citywide events or festivals.
- (6) Temporary special promotional signs for public, institutional, cultural, or civic events occurring within or relative to the city.
- (7) Bulletin or announcement boards not exceeding thirty-two (32) square feet in total area on the premises of schools, churches or other public facilities.
- (8) One (1) temporary sign not exceeding thirty-two (32) square feet on a building or project under construction identifying the architect, owner, and/or contractor.
- (9) One (1) directory of the principal occupants of a building may be affixed to the exterior wall at each entrance to the building. Such directory shall not exceed one (1) square foot for each occupant.
- (10) One (1) sign not exceeding two (2) square feet identifying the name and/or address of the occupant.
- (11) One (1) temporary non-illuminated sign not exceeding thirty-two (32) square feet advertising the sale, rent, lease of an existing commercial or industrial use or land located in the B-1, B-1.5, B-2, I-1, I-3 or MUM zoning district.
- (12) One (1) temporary, nonilluminated sign, not exceeding nine (9) square feet, advocating a social or political message, if such signs are not regulated by RSA 664 and subject to the following limitations:

- a. No sign allowed by this section shall be placed within ten (10) feet of a city right-of-way.
- b. No sign allowed by this section shall be permitted to become an aesthetic detriment to the general neighborhood where it is located because of lack of maintenance or effects of weather.

(Ord. No. 236, § 7(2-13.8), 12-14-83; Ord. No. 307, § 1(2-13.8), 8-9-89; Ord. No. 359, 7-13-94; Ord. No. 386, 9-10-97; Ord. No. 411, 11-8-00)

Sec. 22-604. Signs allowed only by permit.

A permit shall be required for signs in the following zoning districts:

- (1) In R-1, and R-2 zoning districts one (1) exterior affixed, hanging or freestanding sign not exceeding four (4) square feet in area identifying a permitted use.
- (2) In AR and RR zoning district one (1) exterior affixed, hanging, or freestanding sign not exceeding twenty-four (24) square feet in area identifying a permitted use except that signs for home occupations shall be limited to four (4) square feet in area.
- (3) In PR zoning district one (1) exterior affixed, hanging, or free standing sign not exceeding sixteen (16) square feet in area identifying a permitted use.
- (4) In AR, RR, R-1, R-2 and PR zoning districts:
 - a. One (1) sign not exceeding thirty-two (32) square feet indicating the name of a residential development consisting of a grouping of separate buildings.
 - b. Signs not exceeding a total of forty (40) square feet in area identifying a lawfully-maintained, nonconforming use.
- (5) In B-1, B-2, I-1, I-2, and MUM zoning districts:
 - a. Exterior affixed signs for each frontage. Exterior affixed signs shall not exceed two (2) square feet for each linear foot of frontage or one hundred fifty (150) square feet, whichever is less, except in the B-2 zone, if the gross ground floor area of the building on the lot exceeds twenty thousand (20,000) square feet. For each one thousand (1,000) square feet in excess of twenty thousand (20,000) square feet, an additional five (5) square feet of sign area shall be permitted, up to a maximum of three hundred (300) square feet. Buildings having frontage on two (2) streets may compute the building frontage on both streets, and two (2) square feet of signage may be permitted for each building frontage, but signs must be placed on the respective side of the building used for the computation and the amount allowed cannot be combined and put on one (1) frontage.
 - b. One (1) hanging sign on each frontage provided that such sign has no more than two (2) faces and projects no more than eight (8) feet from the building face. Hanging signs shall not exceed twenty-five (25) square feet in area.
 - c. Freestanding or ground signs subject to the following conditions:
 1. Signs shall not exceed thirty (30) feet in height nor obscure vision for traffic movement.

2. The area of a sign area shall not exceed one hundred (100) square feet unless the gross ground floor area of the building on the lot exceeds twenty thousand (20,000) square feet. For each one thousand (1,000) square feet in excess of twenty thousand (20,000) square feet, an additional five (5) square feet of sign area shall be permitted, up to a maximum of three hundred (300) square feet.

3. One (1) freestanding sign allowed per lot unless the street frontage in the same and contiguous ownership exceeds one hundred fifty (150) feet or where a lot fronts on two (2) streets, in which case two (2) freestanding signs are permitted. The combined area of the two (2) signs, however, shall not exceed one and one-half (1 1/2) times the area permitted for one (1) sign.

(6) In the B-1.5 zoning district:

a. One (1) exterior affixed or hanging (parallel to building) sign not exceeding sixteen (16) square feet in area identifying a permitted use for each business within a building.

b. One (1) freestanding sign per frontage, not exceeding sixteen (16) square feet in area identifying a permitted use, not to exceed eight (8) feet in height, and approved by the zoning administrator as conforming to the character of other signs in this district and being in accordance with the purposes of this district.

c. As an alternative to (1) above, by special exception, one (1) exterior affixed sign per frontage, not exceeding forty-two (42) square feet in area, with no internal illumination, and subject to planning board design approval.

d. As an alternative to subsection (6)b. above, by special exception, one (1) freestanding sign per frontage, not exceeding thirty-two (32) square feet in area, not to exceed eight (8) feet in height, and subject to planning board design approval.

(7) In the I-3 zoning district:

a. One (1) exterior affixed sign not exceeding fifty (50) square feet in area identifying the building or the permitted use(s) within the building.

b. One (1) freestanding sign per frontage not exceeding one hundred (100) square feet in area identifying the building or the permitted use(s) within the building, be located on an integral base or raised landscaping, not to exceed ten (10) feet in height, and not to be located within a required yard.

(Ord. No. 236, § 7(2-13.9), 12-14-83; Ord. No. 307, § 1(2-13.9), 8-9-89; Ord. No. 359, 7-13-94; Ord. No. 411, 11-8-00; Ord. No. 421, 1-10-01; Ord. No. 431, 3-13-02)

Sec. 22-605. Status of nonconforming signs.

Existing signs for which a permit was previously issued or which met the requirements of this chapter in effect at the time of construction but which are not in conformance with the provisions of this chapter shall be deemed a nonconforming sign. Such nonconforming sign shall be subject to the following regulations:

(1) Nonconforming signs may be replaced. However, no nonconforming sign shall be altered or relocated in any way, which makes the sign less in compliance with the requirements of this chapter than it was before the alteration.

(2) Existing signs which are nonconforming because of improper illumination, location, size, color, or movement shall be permitted to remain indefinitely until destroyed, abandoned, or replaced with a different sign.

(3) Nonconforming signs removed or destroyed by any means and not replaced within six (6) months shall lose their nonconforming status.

(Ord. No. 236, § 7(2-13.10), 12-14-83)

Secs. 22-606--22-650. Reserved.