

PERMIT # \_\_\_\_\_

**TOWN OF PORTLAND  
SIGNAGE PERMIT**

FEE \$ \_\_\_\_\_

The following information/documentation **MUST** be submitted for signage review: a site plan indicating location of any proposed or existing freestanding signage; detailed drawing(s) of the sign provided by the sign company that indicate the size (length, width, height and projection), installation fixtures (sign base, brackets, etc.), sign material(s), color scheme and proposed text; methods of illumination/light fixture details (if proposed); and photographs of building and/or existing freestanding sign indicating exact location of proposed signage.

Address of Property: \_\_\_\_\_

Assessor's Map/ Lot # \_\_\_\_\_ / \_\_\_\_\_ Zone: \_\_\_\_\_

*Is this property located within the Town Center Village District Overlay Zone?*     Yes     No

*If property is located within the Town Center Village District, please review the Design Guidelines for signage recommendation prior to submission of this application. A fee for consultant design review may be required at time of submission of this application.*

Applicant/Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signage Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Fax)

Is signage proposed for a new or existing business?     (New)     (Existing)

**For Building Signage (Refer to ZR Sections 8.4 & Tables 8.4.5.A & B):**

The length (in linear feet) of the Building Face fronting the street : \_\_\_\_\_

Is there existing signage on the building at this time:     Yes     No    If yes, please provide the total sq. ft. of signage that currently exists: \_\_\_\_\_ Sq. ft.

Please circle type of sign(s) proposed: wall mounted    or    awning

If wall mounted, circle type: Band Sign    Individual Letters    Perpendicular    Window Sign

1. Proposed Sign Dimension: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Projection: \_\_\_\_\_ (The measured distance from the wall outward)

2. Proposed Sign Dimension: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Projection: \_\_\_\_\_ (The measured distance from the wall outward)

**(Continued on Back of Form)**

3. Proposed Sign Dimension: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Projection: \_\_\_\_\_ (The measured distance from the wall outward)

Will the sign(s) be illuminated? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, indicate: \_\_\_\_\_ Internal Illumination or \_\_\_\_\_ External Illumination

For external illumination: provide the number, location and detail of the proposed light fixtures.

Note: An electrical permit may be required.

**For Freestanding Signage (Refer to ZR Section 8.4 & Tables 8.45 A & B):**

Is there an existing freestanding sign?: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ To be removed

If yes, please provide the total sq. ft. of signage that currently exists: \_\_\_\_\_

Proposed Sign Dimension: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

Will the sign be illuminated? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, indicate: \_\_\_\_\_ Internal Illumination or \_\_\_\_\_ External Illumination

For external illumination: provide the number, location and fixture detail(s) for the proposed lights and show where they will be located. Refer to ZR Sections ZR Section 8.3, 8.4.2.M, and Tables 8.45A & B.

By signing this application, the applicant(s) and/or owner(s) agree that the Zoning Official and the Planning & Zoning Commission or their agent(s) are authorized to enter upon the property for which this permit applies for the purpose of inspection and enforcement and administration of the Zoning Regulations for the Town of Portland. This permit is issued based upon the plot plan and all supporting documents submitted. Falsification by misrepresentation or omission or failure to comply with the conditions of this permit shall constitute a violation of the Portland Zoning Regulations and shall render this permit void.

This permit is void if: Work or activity does not commence within 12 months from date of approval. Construction authorized by this permit is not completed within 5 years from date of approval. Work activity being performed is not in accordance with this permit.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
(owner MUST sign application)

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**Approval from TCVDDC?** Yes \_\_\_\_\_ No \_\_\_\_\_ **If yes, attach recommendations**

Approved by: \_\_\_\_\_ (Zoning Officer) Date: \_\_\_\_\_

Denied by: \_\_\_\_\_ (Zoning Officer) Date: \_\_\_\_\_

Additional Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_