



BELMONT PLANNING BOARD APPLICATION INSTRUCTIONS – SIGN PERMIT

The application must be complete and legible. Applicant is responsible to assure information is correct and complete. Applications that are complete are usually processed within 10 to 14 business days. Fees are due upon submission by cash or check made payable to “Town of Belmont”. Fees for approved applications are non-refundable.

Proposals are required to comply with State of NH and Town of Belmont Codes, Ordinances and Regulations including but not limited to IBC, NFPA, and Belmont Land Use. Permits expire if not substantially acted upon within 6 months or if construction activity ceases. Applicant is required to call the Building Inspector for all required inspections. Signs for inactive, closed or abandoned uses shall be removed within 30 days.

Sign applications must include complete information on the proposed sign whether it is a new sign being added to the property or changes to an existing on-site sign. The application also requires an inventory of all existing free-standing signage currently located on the property to confirm that the proposal will comply with the maximum number/square footage of free-standing signage permitted per lot.

Applications for any sign shall be accompanied by structural details of sign framing and anchorage along with a photo; large signs and pylon signs shall be designed by a professional. Attach design plans to the application form.

In order to expedite any application for a sign permit, the following information should be provided with the attached application form:

1. Determine the number of free-standing signs presently existing on the property along with the size of each.
2. Determine the type of sign to be erected and provide the following information within the applicable category:
 - a. **BUILDING MOUNTED SIGNS:**
 1. Is this additional sign or replacing/renovating an existing sign.
 2. Sketch of sign with dimensions, proposed wording, construction and attachment details.
 3. Location of the sign on the building.
 4. Maximum height of sign from ground.
 5. Maximum height of the constructed roof-line of the structure to which the sign will be attached. “Constructed roofline” height shall not include any chimneys, stacks, steeples, antennas, roof-mounted equipment, walkways, enclosures or other such protuberances above the ridge line. Proposed sign may not exceed the height of the constructed roof-line.
 6. Photo showing proposed location of sign.
 - b. **FREE STANDING SIGNS:**
 1. Is this additional sign or replacing/renovating an existing sign.
 2. Sketch of sign with dimensions, proposed wording, construction and foundation details.
 3. Plot plan showing the proposed sign location shall be supplied and must depict all applicable zoning setbacks from the leading edge of the sign; including dimension to wetlands/water bodies, all lot lines (front setback is from property line, not the road), etc.
 4. Photo showing proposed location of sign
 5. Inventory of existing free-standing signs on lot:
 - a. total number of free-standing signs
 - b. size of each free-standing sign
 - c. location and wording of each free-standing sign
 - d. Photo(s) of existing free-standing signage
 - c. **ELECTRONIC CHANGING SIGN – See Attached Regulations**
3. Complete and submit the attached application including all applicable signatures/affidavits.
4. A zoning review of the proposal is completed prior to the application being forwarded to the building official. Applications which are submitted without all required information will not be processed. Applicants will be notified of the status of permits.
5. Permits must be approved and in-hand prior to any work commencing.

For questions regarding this permit procedure please contact the Land Use Department at 603-267-8300x119. Thank you for your cooperation on supplying the above information.



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Site Address: _____ Unit# _____ Map/Lot: _____	
Store/Company Name: _____ Zone: _____	
Store/Company Owner: _____ Contact: _____ Mailing Address: _____ Contact Telephone #: _____ e-mail: _____	Applicant: _____ Contact: _____ Mailing Address: _____ Contact Telephone #: _____ e-mail: _____
Sign Contractor: _____ Contact: _____ Mailing Address: _____ Contact Telephone #: _____ e-mail: _____	Land Owner: _____ Contact: _____ Mailing Address: _____ Contact Telephone #: _____ e-mail: _____
Electrician (if applicable): _____ Contact: _____ NH License #: _____ Contact Telephone #: _____ e-mail: _____	Dollar Value of Improvement: \$ _____ Applications to be accompanied by photo and structural details of sign framing and anchorage. Signs in excess of 49sf and pylon signs require submission of professional plans. For free-standing signs, attach plot plan showing proposed sign location depicting all applicable zoning setbacks from the leading edge of the sign. For building mounted signs attach photo showing proposed location on building.
Briefly explain proposal: _____	
List all existing free-standing signs on the lot including dimensions/wording (<i>attach photo showing location</i>): _____	
Wording of proposed sign (<i>attach sketch</i>) _____	
Type of Sign: <input type="checkbox"/> New Sign <input type="checkbox"/> Existing Sign-Replacement <input type="checkbox"/> Existing Sign-Renovations/Changes/Expansion	
Proposed Sign: (<i>check all that apply</i>) <input type="checkbox"/> Free Standing <input type="checkbox"/> Building Mounted <input type="checkbox"/> Awning <input type="checkbox"/> Banner <input type="checkbox"/> One-sided <input type="checkbox"/> Two-sided <input type="checkbox"/> Permanent lettering <input type="checkbox"/> Manually changeable lettering <input type="checkbox"/> Electronic Changing Sign (<i>see attached affidavit to be submitted</i>) <input type="checkbox"/> Home Occupation <input type="checkbox"/> Temporary-Purpose _____ Dates: From _____ To _____ <input type="checkbox"/> Park/Complex Sign <input type="checkbox"/> Directional	
New Sign Dimensions Height Feet _____ / Inches _____ Width Feet _____ / Inches _____ Distance from ground to top of the sign: _____ Distance from ground to constructed roofline (For Building Mounted Signs Only): _____	For replacement/renovations - Existing Sign Dimensions Height Feet _____ / Inches _____ Width Feet _____ / Inches _____ Distance from ground to top of the sign: _____ Distance from ground to constructed roofline (For Building Mounted Signs Only): _____
Lighting: <input type="checkbox"/> Non-illuminated <input type="checkbox"/> Internally illuminated <input type="checkbox"/> Externally illuminated	

Separate electrical permit not required for electrical signs. Electrical signs shall be UL listed/labeled. Mfg. Cut sheets required. Lighting shall not impact abutters and/or traffic.

STORE/COMPANY/BUILDING/SIGN OWNER: I hereby certify that the proposed work will conform to all applicable laws of this jurisdiction. In addition, all site work shall conform to NH Department of Environmental Services Regulations, and Best Management Practices shall be implemented to restrict any erosion or sedimentation. I authorize Town staff to enter onto my property for the purposes of this review.

Store/Company/Building/Sign Owner's Signature: _____ Date: _____

LAND OWNER: I authorize this application and Town staff to enter onto my property for the purposes of this review.

Land Owner's Signature: _____ Date: _____

(For Campground, Condominium or other non-individual form of ownership, signature of Association rep required)

When Permit is ready: Mail permit to: Name: _____ (Address above); **OR**

Call when ready to pick up: Name: _____ (Telephone number above)

**PERMIT MUST BE IN-HAND PRIOR TO BEGINNING PROJECT AND ON-SITE DURING PROJECT
PLOT PLAN INSTRUCTIONS**

A plot plan must be submitted and may be drawn below or on a separate sheet. It shall be neatly drawn, legible, and include the following information:

- | | |
|---|--|
| Boundary lines of lot | Name/location of adjacent road(s) |
| North arrow | Approximate location of each on-site building. |
| Location of proposed/existing sign(s) | Location of all driveways |
| A. If existing sign is to be repaired or replaced | Location of any wetlands, streams, or water bodies on site |
| - show existing sign location; <u>and</u> | Town may require certification of setbacks |
| B. If sign is to be added or relocated – | |
| show proposed location. | |

Indicate distance between existing and proposed sign(s) and all property lines. When measuring the front setback, distance is to be measured from the property line, not the edge of the road. Any additional information that will adequately describe the proposed work.

OFFICE USE ONLY

Proposal complies with applicable Land Use Regulations.

Planning Board Chairman _____ Date: _____

Conditions: _____

Date Variance Granted: _____ Purpose/Conditions: _____

Date Special Exception Granted: _____ Purpose/Conditions: _____



BELMONT PLANNING BOARD
APPLICATION INSTRUCTIONS – SIGN PERMIT APPLICATION
ELECTRONIC CHANGING SIGN AFFIDAVIT

The following is required **ONLY** for all electronic changing signs in addition to all other applicable sign ordinance requirements. These requirements are strictly enforced.

Electronic Changing Sign Regulations:

This sign's message may be changed by the electronic switching of lamps, illuminated tubes, bulbs and/or through the apparent movement of light. These signs are capable of storing and/or displaying single or multiple messages in various formats at varying intervals. Electronic changing signs are permitted in the Commercial and Industrial Zones only. Electronic changing signs may be freestanding sign or building mounted, one or two-sided, may be a component of a larger sign or billboard, and shall conform to the following minimum requirements along with all other requirements for signage within this ordinance.

1. Definitions relevant to Electronic Changing sign/billboard:
 - BRIGHTNESS - Also known as "intensity"; the LED Industry measures display intensity in candelas per square meter, which is also referred to as "NITS."
 - DIMMING - The ability to increase or decrease the overall display intensity brightness.
 - DIODE - Also called "light-emitting diode" (LED) or "surface-mounted diode" (SMD).
 - LED (LIGHT EMITTING DIODE/SMD) - A solid-state component that uses a semiconductor (a silicon chip or some type of semiconductor) that emits visible light when electric current passes through it.
 - LUMINANCE - The amount of light that passes through or is emitted from a particular area. The SI unit for luminance is candela per square meter.
 - NIT or NITS - A luminance-measuring unit equal to one candela (one candle) per square meter measured perpendicular to the rays from the source.
 - SI UNIT - An abbreviation for the International System of Units.
 - TEXT – Any form in which writing exists.
2. No more than one electronic changing sign shall be allowed per lot.
3. Electronic changing signs shall not exceed 32 square feet. Electronic changing signs shall be restricted to a maximum of four lines of text or message display, and text shall be restricted to a maximum of 10 inches in height.
4. Electronic changing signs shall be required to have a minimum of 150 feet between other electronic changing signs located on the same side of a street or roadway.
5. Electronic changing signs shall be allowed only on lots with a minimum street frontage in accordance with the Table of Minimum Dimensional Requirements.
6. Electronic changing signs shall be located a minimum of 200 feet from any off-site residential dwelling unit.
7. All illumination elements on the face of electronic changing signs shall remain at a fixed level of illumination for a period of not less than 1 minute.
8. All text and message displays of an electronic changing sign shall fade onto and off of the electronic message display area, statically and uniformly, at a rate of change of no more than two seconds.
9. Electronic changing signs shall be equipped with automatic dimming controls, so the brightness level will be highest during the day and lowest at night. Manufacturer specifications shall be submitted at the time of sign permit specifying maximum sign brightness. The maximum brightness shall not exceed 8,000 NITS with a maximum nighttime reading not to exceed 20% of the sign's maximum brightness.
10. Under the provisions of this subsection, the applicant for a sign permit for an electronic changing sign shall provide with the application an affidavit, sworn or attested by the landowner, applicant and sign installer, attesting to the fact that:
 - a. The sign to be installed meets all of the criteria set forth in the subsection; and
 - b. That the sign shall operate in a manner consistent with the criteria set forth in this subsection; and
 - c. The landowner and applicant agree to be held liable, separately or collectively, if these provisions are not met, for any fines or cost incurred by the Town of Belmont to enforce these provisions arising from such violations. This provision shall not be construed to supersede any other responsibility or remedy for such violations set forth in this chapter.

The undersigned represents that they have read and understand the requirements for an electronic sign and agree to adhere to the Town of Belmont electronic sign requirements.

Store/Company Owner

Date

Applicant

Date

Land Owner

Date

Sign Company Representative

Date