

CUMBERLAND SIGN PERMIT APPLICATION

Name of Sign Owner: _____

Owner's Mailing Address: _____

Owner's Email: _____

Owner's Cell Phone #: _____ Owner's Phone # (other): _____

Name of Business: _____

Location of Sign(s) (Show sketch of property with info on distances for sign(s), e.g. 15' from street right-of-way, 10' from southerly edge of driveway entrance): _____

Owner's Representative Name: _____

Business Name: _____

Address: _____

Email: _____

Cell Phone #: _____ Phone # (other): _____

Correspondence should be sent to (check one): ☐ Owner ☐ Representative ☐ Both

Project Name: _____

Site Address: _____

Tax Map & Lot #: _____ Zoning District: _____

Is the property owned by the applicant or leased? _____. If leased, provide name, address & phone number of property owner and a copy of the valid lease agreement:

Sign Contractor Name: _____ Phone #: _____

Email: _____ Address: _____

Provide information for each proposed sign:

Sign #1 Signage Type (see list in appendix A): _____

Sign Dimensions: Width: _____ feet _____ inches; Height: _____ feet _____ inches.

Check one: ☐ Single Face ☐ Double Face

Height from ground level to top of sign: _____ feet _____ inches

Height from ground level to bottom of sign: _____ feet _____ inches

Total square footage of signage (total of both sides if double faced): _____ sf

How will sign be mounted: _____

Sign Materials (wood, vinyl, metal): _____

Type of lighting? (e.g. shielded, downward facing): _____ Wattage: _____

On a motion detector? ☐ Yes ☐ No

Square footage of existing signage: _____ feet _____ inches or ____ N/A

Type of support structure: _____

Are all signs to be located on-site? ☐ Yes ☐ No

If no, provide all other locations: _____

NOTE: If there is more than one sign, please copy this page and change the sign number accordingly

SUBMISSION REQUIREMENTS:

Existing Signs:

- ☐ Provide photos of all existing signs.
- ☐ Provide dimensions of all existing signs.
- ☐ Provide site plan showing location of all existing signs.
- ☐ Provide lighting info for all existing signs.

Proposed Signs:

- ☐ Provide photos of all proposed signs.
- ☐ Provide dimensions of all proposed signs.
- ☐ Provide site plan showing location of all proposed signs.
- ☐ Provide lighting info for all proposed signs.
- ☐ Provide foundation and structural details for freestanding signs and methods for fastening building mounted signs. Include the following:
 - A. Sign dimensions (include inches & feet)
 - B. Sign weight
 - C. Sign materials and material grades
 - D. Sign partial cross section showing attachment to building, ground and structural members (studs, beam, post, wall) and fastening method (bolts, screws, lags, nails, welds)
 - E. Show size, spacing and number of fasteners
 - F. Show all structural components of the sign itself (size included)
 - G. Signs and sign structures that are subject to wind and seismic forces require engineered calculations stamped by a structural engineer.
- ☐ Indicate proposed sign colors by providing paint chips or photo.

Additional information may be required if determined necessary for adequate review of proposed signage.

For further information, please contact the Planning Department at (207) 829-2206.

Office Use Only:

Date of Application: _____ Date Received: _____

Fee Amount Paid: _____

Map and Lot Number: _____ Zoning District: _____

Is sign location within one of the following areas that have Design Standards?

___ Town Center District (TCD) ___ Route 1 Corridor ___ Route 100 Corridor

Approved by: _____

Approval Date: _____

Conditions: _____

- ❑ **Advertising Sign:** A sign that has its purpose to promote, advertise or sell a product or service obtainable on the premises upon which the sign is located, and not to identify the premises.
- ❑ **Athletic Field Sign:** A one-sided sign that is placed on a fence that fully or partially surrounds an athletic field.
- ❑ **Business Directional Sign:** An off-site sign which provides direction to a business location.
- ❑ **Business Identification Sign:** A sign limited to the identifying name, symbol or insignia of a business occupying the premises on which the sign is located
- ❑ **Civic Event Sign:** A temporary sign, other than a commercial sign, posted to advertise a civic event sponsored by a public agency.
- ❑ **Contractors Sign:** A temporary sign placed by a contractor to advertise the work done on the property.
- ❑ **Directional Sign:** A sign containing only the name and occupation of a permitted home occupation.
- ❑ **Electronic Message Center Sign:** A form of a changeable copy sign that can be electronically or mechanically changed by remote or automatic means.
- ❑ **Freestanding Sign:** Any non-moveable sign not attached to a building.
- ❑ **Home Occupation Sign:** A sign containing only the name and occupation of a permitted home occupation.
- ❑ **Political Sign:** A temporary sign announcing or supporting candidates or issues in connection with any national, state or local election.
- ❑ **Portable Sign:** A sign that is not permanently affixed to a structure or the ground or designed to be transported. "Portable signs" may include but are not limited to signs designed to be transported by wheels; signs with A or T-frames, menu and sandwich boards, balloons or other inflated devices used as signs.
- ❑ **Real Estate Sign, off-site:** A readily removable sign announcing the proposed sale or rental of property other than the property upon which the sign is located and providing directions to the subject property.
- ❑ **Real Estate Sign, on-site:** A sign announcing the sale or rental of the property upon which the sign is located.
- ❑ **Sandwich Board Sign:** A moveable sign not secured or attached to the ground or surface upon which it is located, typically constructed in such a manner as to form an "A" or tent-like shape, hinged or not hinged at the top.
- ❑ **Subdivision Sign:** A freestanding sign, illuminated or non-illuminated, located at the entrance to a residential subdivision, which gives the name of the subdivision and logo, if any. A subdivision sign may have two faces back-to-back or, if integrated as part of landscaping or solid structural features, may be two signs, constructed at either side of the entrance into the subdivision.
- ❑ **Suspended Sign:** A sign that is suspended, parallel or perpendicular from a building wall, roof, facade, canopy, marquee, or porch by means of brackets, hooks, or chains and the like.
- ❑ **Temporary Sign:** A non-illuminated freestanding sign, erected on a temporary basis not to exceed 14 days.
- ❑ **Third-Party Sign:** Any sign identifying an enterprise and/or including a sponsoring advertisement such as Coca-Cola.
- ❑ **Window Sign:** A sign affixed to the interior or exterior of a window or placed immediately behind a window pane so as to attract the attention of persons outside the building.