APPLICATION FOR SIGN PERMIT	Permit No. (issued by the P/Z Office) S1 -
City of Franklin, New Hampshire	Please print legibly and with pen

Street Address for Proposed Project:		**Franklin, New Hampshire**	
Map/Lot # (Parcel ID): - -	**New Map #:**	**Zone:**	

1. CONTACT INFORMATION

Property Owners Name:				
Address (where owner resides):	Street Address		City	State / Zip Code
Telephone (Contact info):	(Home Phone)	(Work Phone)	(Cell Phone)	(email)
Business Owners Name:				
Address (where owner resides):	Street Address		City	State / Zip Code
Telephone (Contact info):	(Home Phone)	(Work Phone)	(Cell Phone)	(email)
Person Erecting Sign:				
Address	Street Address		City	State / Zip Code
Telephone (Contact info):	(Home Phone)	(Work Phone)	(Cell Phone)	(email)

ON AN ATTACHED PIECE OF 8 ½ X 11 PAPER PLEASE SUBMIT A PLOT PLAN SHOWING THE LOCATION OF THE SIGN IN RELATION TO OTHER STRUCTURES ON THE SITE AND INCLUDE THE WORDING OF THE SIGN. ALSO ATTACH A LAYOUT DESIGN OF THE SIGN, WITH THE DIMENSIONS AND COLORS CLEARLY MARKED. Attach to this permit a letter of authorization from the PROPERTY OWNER!

2. **INTENDED USE:** Check the appropriate response

☐ **Message** ☐ **Directional** ☐ **Billboard** ☐ **Business**

☐ **Banners** Dates of Display: _____ to _____ ☐ **Other,** specify _____

3. **DIMENSIONS**

Width	Length	Height (from ground)	Width (of store front)

Total Area of all Existing Signage (in square feet), including banners, both sides of a two sided sign and other permanent advertising: _____ sq. ft.

4. **SPECIFY ANY SPECIAL FEATURES ON THE SIGN**

Internal Lights? ☐ Yes ☐ No

Advertisement On… ☐ One Side ☐ Both Sides

5. **PLACEMENT**

☐ **Wall Mount** ☐ **Roof Mount** ☐ **Freestanding** ☐ **Other:** _____

☐ **Rental Sign** Dates of Display: _____ to _____

I certify that the above information is accurate. I understand that any misstatement on this application may be grounds for revocation of any permit issued.

Signature of Person Completing the Application	Print Name	Date

(a letter of authorization of the property owner must be submitted with this application)

DO NOT WRITE IN THIS SPACE- FOR OFFICE USE ONLY

Type	Total Due	Date Paid	How Paid
☐ Home Occupation ☐ Residential ☐ Business/Commercial ☐ Industrial			☐ Cash ☐ ck # _____
Total Amount Due			
Total Paid			
Total Owed			

Information Needed:

_____

_____

☐ APPROVED ☐ DENIED

Reason for Denial _____

Stipulation of Approval _____

_____ _____

Approval by **Date**

_____

~ 305-24. Signs. (Amended on 11-06-06 by Ord. No. 06-07)

A. General Requirements

(1) No sign, as defined in Section 305-3.B of this Ordinance, shall be erected, altered, or relocated on any property in any district, except as permitted by and in conformance with this Ordinance.

(2) All sign permit applications shall be filed with the Planning and Zoning Office, on forms available through the office or otherwise available, and all required fees shall be in conformance with the fee schedule approved by the Franklin City Council.

(3) All signs and their supporting structures, whether or not erected prior to the effective date of this ordinance, shall be maintained in safe and good condition. If the Code Enforcement Officer, the Planning and Zoning Administrator, or other appropriate city employee determines that a sign presents a hazard to public safety then written notice shall be given to the property owner and/or manager instructing the sign to be repaired or removed.

(4) All signs, including all electrical components, shall be installed in accordance with the applicable sections of the International Building Code, and any other applicable local, state or national codes. All electrical work shall be performed by a licensed electrician.

(5) Abandoned signs or signs for businesses no longer in operation shall be removed by the owner when the use is discontinued for a minimum of 30 days, or in no case longer than ten (10) days after receiving written notice from the Planning and Zoning Administrator [hereinafter Administrator] or the City ordering the removal of the sign.

(6) No signage shall be placed on any property so as to limit or restrict sight distance from any driveway entrance point or from any intersection of any city street. If the Administrator or any other city public safety official determines that any signage is in violation of the provision, the property owner or manager shall remove or re-locate said sign upon verbal or written notice.

(7) Existing Signage that has been legally placed on the property prior to the effective date of this Ordinance shall be allowed to remain in place, and the face of the sign may be replaced. This provision notwithstanding, if the sign is moved or removed for any purpose, or if a new supporting structure is installed, then the new or replacement sign shall conform to the provisions of this Ordinance.

(8) Any free standing sign shall be at least 5 feet away from any property line.

(9) For any sign requiring a permit, including a free standing sign, the Administrator reserves the right to require any additional information deemed necessary including, but not limited to, property surveys, wind load, or structural issues, to demonstrate that the proposed sign is being installed in a safe and professional manner and will not create any public safety issues.

(10) For any sign outlined below that is allowed to be illuminated, the sign may not be illuminated in any manner which causes a measurable adverse effect to abutting properties or an undue distraction, confusion, or hazard to vehicular traffic. The illumination may be from an internal source or through an outside light fixture [light bar, spot light, etc.] The illumination shall not spill over onto any abutting property.

(11) If any signage is placed so that it violates any provision of this Ordinance, then within ten (10) days from the receipt of written notice from the City, the owner or property manager shall remove the signs.

B. The following types of signs are allowed and do not require any permit from the City, but are subject to the restrictions below:

(1) Temporary Real Estate "for sale" signs. In any residential zoning district or the B-2 zone, one sign per parcel, with the size not to exceed five (5) square feet, may be placed on the lot being sold. In the B-1, I-1, or I-2 zones one sign per parcel, with the size not to exceed 32 square feet, may be placed on the lot being sold. All of

these signs shall be removed within 10 days following the sale/closing of the property. No off-site directional signs are allowed with the exception of one (1) day open houses, when the sign must be removed at the end of the day.

(2) Temporary political signs are allowed in any zoning district, with the size not to exceed eight (8) square feet. All signs shall be removed no later than the second Friday following the election unless the election is a primary and the signs concern a candidate who is a winner in the primary.

(3) Temporary signs for yard sales, with the size not to exceed six (6) square feet. All signs shall be removed at the end of the sale.

(4) Temporary signs advertising the building contractor, architect, painter, paving company or other company involved in the design or construction of or on the individual property. The size shall not exceed four (4) square feet and the signage may be placed at the commencement of the work and shall be removed within 10 days of the occupancy of the building or the completion of the project.

(5) Temporary or permanent signs for residential subdivisions, housing projects, or commercial construction or renovation projects as allowed by the Planning Board through the Subdivision or Site Plan approval process. For projects under construction, one sign is allowed. For permanent signs [for example, "Woodland Acres"] one sign per roadway entrance is allowed.

(6) Individual signs within residential districts with the name of the property owner or the place [the "Smith's", or "Back Acres Farm"]. This does not apply to commercial, industrial, or agricultural businesses. These signs may be lighted with a common residential lamppost type light.

(7) Any other sign determined by the Planning and Zoning Administrator to be similar to and consistent with, the types and purposes of the signage outlined above.

(8) None of the permitted signs outlined in sections 1-5 above shall be illuminated in any way.

C. In any zoning district, the following signs are allowed, subject to the following requirements:

(1) Signage for any permitted or allowed Home Occupation. The sign shall be subject to the size limits found in Section 305-25 of this Ordinance. A permit issued in conformance with the provisions of this Ordinance shall be obtained. Signs for a permitted home occupation may be illuminated in a manner consistent with the lighting from a home lamppost.

(2) Signage, including any type of bulletin board or announcement type board, for any stand-alone church, hospital, or school building. The sign shall not exceed 32 square feet in size. A permit issued in conformance with the provisions of this Ordinance shall be obtained. These signs may be illuminated.

(3) Temporary signs, no larger than 32 square feet in size, announcing the events of a non-profit organization or civic organization may be placed without a permit, but notice must be given to, and permission must be granted by, the Administrator, who reserves the right to place limits or conditions on the size, location, and design of the sign. These signs may only be placed on city-owned property with the permission of the City Council or the City Manager. If placed on private property, the permission of the property owner is required. The signs must be removed within 48 hours after the event being advertised, or at the end of the seasonal event.

(4) Traffic and pedestrian control and safety signs [for example: *exit only, no parking, do not enter, or directional arrow*]. These signs shall be located on the subject property. For new projects that are subject to Site Plan review and permits, the types and locations of these signs shall be shown on the plans submitted to the Planning Board. These types of signs may contain a company logo or name. These types of signs must be approved by the Administrator. The Planning and Zoning Administrator reserves the right to limit or regulate the number, size or design of these types of signs on any individual property.

D. In the business and industrial zoning districts [B-1, B-2, I-1, or I-2 zones], all proposed signage [wall, hanging, or freestanding] requires a permit issued by the Planning and Zoning Administrator or a designee, and all signage shall conform to the requirements outlined below.

(1) All signage shall only advertise the business or industry located on, or the goods or services sold or provided on, the subject property.

(2) In the B-2 zone, the proposed signs shall not have a combined surface area greater than 1 square foot for each foot in width of the principal structure on the subject property. Both sides of any hanging sign shall be included in the calculation of the total area. The height of any sign in these districts shall not exceed 12 feet.

(3) In the B-1, I-1, and I-2 zones, the proposed signs shall not have a combined surface area greater than 2 square foot for each foot in width of the principal structure on the subject property. The height of any sign in these districts shall not exceed 24 feet.

(4) Signs may project over the sidewalk so long as the sign does not impede or endanger pedestrian or vehicular traffic. All signs that extend over the sidewalk shall be professionally installed to insure structural integrity. The bottom of any such sign must be at least ten (10) feet above the sidewalk. In addition to the maintenance requirements outlined in Section A.3 above, all structural components associated with the hanging of the sign shall be properly maintained to insure that the sign does not become a public safety hazard. If the City determines that a hanging sign is a safety hazard, then notice shall be given to the property owner/manager to remove or repair the sign. Failure to comply with the requirements of said notice shall be considered a violation of this Ordinance and subject to any and all applicable and appropriate enforcement actions.

(5) For any shopping center or other multi-tenant business building, two types of signs shall be permitted. One sign may be placed on the face of the building for each of the legally established businesses; the second sign may be a shared, free standing directory type sign that gives the names of the businesses located in the center. The size of the wall signs shall not exceed 1 square foot for each foot of the width of the individual business section with a maximum of 50 sq. ft. for any one business use. The size of the free standing directory sign shall not exceed the total of 15 sq. ft for each individual business, with a maximum of 80 square feet in the B-1 zone. If the number of individual businesses in the center would require the size of the sign to exceed 80 sq. ft. then a second directory sign may be permitted to accommodate all of the individual businesses. In the I-1 [Industrial] zone, a free standing sign at the entrance to the Franklin Industrial Park is allowed, announcing the names of the individual companies located within the Park. This sign shall not exceed 120 sq. ft. in size.

(6) For a property in the B-1 or B-2 zoning district that contains multiple buildings on one lot housing multiple businesses, each individual business may have one wall sign not to exceed 15 square feet in size. A common free standing sign announcing the different businesses on the property may be installed, with the size not to exceed 45 square feet.

(7) Businesses or industries located in remote areas or locations may place directional signs on land located at the intersection of a nearby traveled street, provided that the sign meets the following requirements:

(a) The sign shall not contain any advertising or information for any goods or services not sold or available on the remote property.

(b) The sign shall not be placed within the right-of-way unless permitted by the City or the state.

(c) The type of illumination of the proposed sign shall be outlined in the application and must be approved by the Administrator, who may limit or condition the type of lighting and the level of illumination.

(d) The size of the sign shall not exceed four (4) square feet. If more than one business is located in the remote location, then a shared directional sign may be permitted and the size shall not exceed ten (10) square feet.

(e) The application must indicate permission from the property owner where the sign will be located.

(f) The City reserves the right to place off site directional signs on its property for the purpose of enhancing the visibility of local businesses.

(8) Any of the signs discussed in sections D. 1-5, above, may be illuminated.

(9) For any signs discussed in D.5 and 6 above, if the associated buildings are new, then the signage shall be considered as part of the Site Plan Review Process.

E. For any pre-existing, nonconforming business or industrial use located in any residential zone, the existing signage may remain in place, and the face of said sign may be replaced. This provision notwithstanding, if the sign is removed for any purpose, then any new or replacement sign shall not exceed eight (8) square feet in size and shall not be illuminated beyond the type of illumination found on a residential lamppost.

F. The following types of signs are prohibited:

(1) Any electronic sign with moving, flashing, blinking, or changing characters, pictures, designs, or any other type of image.

(2) Any type of sign, billboard that advertises or promotes goods, services, or products not sold on the property on which the sign is located. This provision is conditioned by Section D. 6, above.

Registered or un-registered vehicles or trucks shall not be used to locate signage or any type of billboard display. Signage and advertising on any type of vehicle is limited to the advertising display of the business that owns the registered vehicle in question.