

APPLICATION FOR SIGN PERMIT

FEE: \$90.00

IF THIS PERMIT IS TO REMEDY A SIGN THAT IS IN ACTIVE ZONING VIOLATION, PLEASE ADD \$150.00 TO THE APPLICATION FEE

APPLICATION #: _____ (Name of Sign Company Installing Sign -Please Print)

Name of Applicant: _____ Phone(_____) _____
 (Party Applying for Permit)

Address: _____
 (Street) (City) (State) (Zip)

E-Mail Address: _____

Name of Business: _____
 (Business where sign will be located)

Address of Business: _____ Wallingford, CT 06492

Building Frontage: _____ Leased/Rented Frontage: _____
 (At main entrance/One side Only - In linear feet) (In linear feet/tenant space only)

Zoning District: _____ Total Sign Area Allowed: _____ Total Existing Signage: _____
 (In square feet) (In square feet)

SIGN INFORMATION

NUMBER AND TYPE OF SIGNS:

Type of Sign	Number of New Signs	Sq.Ft. of New Signs	Number of Replacement Signs	Sq.Ft. of Replacement Signs	Number of Existing Signs	Sq.Ft. of Existing Signs	Total Sq.Ft. of Signs on Site
Ground/Pole							
Wall							
Other							
							TOTAL

Will sign(s) be illuminated? Y/N _____ How? _____
 (Internal/External)

REQUIRED INFORMATION

1. Provide a list of all existing signs; indicate size. A photo survey is **STRONGLY** recommended.
2. Provide drawings or a sketch of the proposed sign(s); indicate size and quantity.
3. Provide a drawing or sketch indicating where sign(s) will be located on the property or building.

Applicant's Signature: _____

FOR OFFICIAL USE:

Date Submitted: _____ Fee Paid: _____ Date Approved: _____

INSTRUCTIONS FOR COMPLETING THE TOWN OF WALLINGFORD SIGN PERMIT APPLICATION FORM

APPLICATION INFORMATION

Name of Applicant: The name of the person filling out the form

Address: That of the applicant

Name of Business: The name that will appear on the sign

Business Address: Site where sign will be physically located

Building Frontage: Length of entire building along one side; where main entrance is located

Leased Frontage: Area within a larger plaza encompassing only the frontage leased by the sign permit applicant.

SIGN INFORMATION

Provide adequate information with the permit application for the Planning Office to determine compliance with the zoning regulations. In the case of a plaza with multiple signs, provide a photographic survey of **all** signs on the site; provide accurate measurements of **all** existing signs.

Do not count window signs or signs located inside the establishment.

REQUIRED INFORMATION

Applications received without appropriate accompanying documentation will not be processed. Provide a sketch that details the type and size of all signs including location on the property or building and the method of mounting. On multi-tenant properties, **all** signs must be listed. The sketch should accurately depict the location, size and appearance of the proposed sign(s).

GENERAL INFORMATION

All zones have different formulas for calculating the maximum allowable sign area, location and quantity of signs. Check with the Planning and Zoning Office before ordering any signs.

Ground poles and signs attached to them must be ten (10) feet inside the property line; the property line should not be confused with the sidewalk or streetline. A property survey may be necessary to determine the location of your front property line.

If you are replacing an existing sign with a new sign of the same size and at the same location, a permit application, with all supporting documentation is still required.

Call the Planning and Zoning Office at 203-294-2090 with any questions regarding specific requirements. Signs not installed in accordance with the zoning regulations constitute zoning violations.

PROHIBITED SIGNS (Section 6.9.F)

The following signs are prohibited in any district:

1. Any moving sign or device designed to attract attention, including fluttering or rotating devices (such as, but not limited to, pennants, balloons, flags, propellers, discs, etc.) provided, however, that moving signs associated with the opening of a new establishment may be permitted for a period not exceeding fifteen (15) days.
2. Any flashing sign or device with flashing or intermittent lights of changing degrees of intensity.
3. Any portable sign, including any sign displayed on a vehicle when such vehicle is used primarily for the purpose of such display.
4. Any sign mounted or posted on any tree or utility pole.
5. All signs not expressly permitted by these regulations.