

Fee: \$100.00

Application No.: _____

Date: _____

SIGN PERMIT APPLICATION

NAME OF
APPLICANT: _____

PLEASE PRINT

APPLICANT'S MAILING
ADDRESS: _____

PLEASE PRINT

CITY

STATE

ZIP

APPLICANT'S
E-MAIL ADDRESS: _____

NAME OF BUSINESS WHERE
SIGN WILL BE LOCATED: _____

PLEASE PRINT

ADDRESS WHERE SIGN
WILL BE LOCATED: _____ WALLINGFORD, CT 06492

PLEASE PRINT

ZONING DISTRICT: _____ BUILDING FRONTAGE: _____ UNIT FRONTAGE: _____

(At main entrance - **One side only** - linear feet)

(In linear feet - **Unit space only**)

TYPE OF SIGN (Ground, Wall, Existing & Remaining, Other)	SQUARE FOOTAGE OF SIGN	CHECK (✓) IF REPLACEMENT SIGN
TOTAL SITE SIGNAGE		

1. Provide drawings, sketch or sign company rendering of the proposed sign(s); indicate size and quantity.
2. Provide a drawing, sketch or sign company rendering indicating where sign(s) will be located on the property or building.

APPLICANT'S SIGNATURE _____

Revised: November 3, 2021

PLEASE SEE ATTACHED INSTRUCTIONS

**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: Address to which the approved Sign Permit will be mailed

Name of Business: Name that will appear on the sign

Business Address: Site where the sign will be physically located

Building Frontage: The length of entire building along one side; where the main entrance is located

Unit Frontage: The frontage only of the space leased or rented by the sign permit applicant (where sign will be physically located)

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 or sign company rendering 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 (rendering) should accurately depict the location, size and appearance of the proposed sign(s).

GENERAL INFORMATION:

Each zone has different formulas for calculating the maximum allowable sign area, location and number of signs; please 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.

Please 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 of the Wallingford Zoning Regulations)

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.