



Sign Permit/Application

MILFORD ZONING AND COMMUNITY DEVELOPMENT

If additional signs are being proposed, please copy this page and include as a part of this application.

Application # _____

SIGN #1 INFORMATION	CODE OFFICER COMMENTS
Type of sign (see category list): _____ Sign Dimensions _____ X _____ Total SQ FT: _____ Overall Height: _____ Changeable Copy /PNS/Electronic Messaging: Yes ___ No___ Illumination: Yes___ No___ Copy Area _____ x _____ SF _____ % of Total Sign _____ Distance from Property Line /Abutting Street: _____	
<i>Calculation worksheet: See ordinance for factors that determine maximum area of proposed sign.</i> Storefront Measurement _____ Multiplier _____ Max Area Allowed: _____	Building Permit Yes/No Engineering Yes/No Electrical Permit Yes/No
SIGN #2 INFORMATION	CODE OFFICER COMMENTS
Type of sign (see category list): _____ Sign Dimensions _____ X _____ Total SQ FT: _____ Overall Height: _____ Changeable Copy /PNS/Electronic Messaging: Yes ___ No___ Illumination: Yes___ No___ Copy Area _____ x _____ SF _____ % of Total Sign _____ Distance from Property Line /Abutting Street: _____	
<i>Calculation worksheet: See ordinance for factors that determine maximum area of proposed sign.</i> Storefront Measurement _____ Multiplier _____ Max Area Allowed: _____	Building Permit Yes/No Engineering Yes/No Electrical Permit Yes/No
SIGN #3 INFORMATION	CODE OFFICER COMMENTS
Type of sign (see category list): _____ Sign Dimensions _____ X _____ Total SQ FT: _____ Overall Height: _____ Changeable Copy /PNS/Electronic Messaging: Yes ___ No___ Illumination: Yes___ No___ Copy Area _____ x _____ SF _____ % of Total Sign _____ Distance from Property Line /Abutting Street: _____	
<i>Calculation worksheet: See ordinance for factors that determine maximum area of proposed sign.</i> Storefront Measurement _____ Multiplier _____ Max Area Allowed: _____	Building Permit Yes/No Engineering Yes/No Electrical Permit Yes/No
SIGN #4 INFORMATION	CODE OFFICER COMMENTS
Type of sign (see category list): _____ Sign Dimensions _____ X _____ Total SQ FT: _____ Overall Height: _____ Changeable Copy /PNS/Electronic Messaging: Yes ___ No___ Illumination: Yes___ No___ Copy Area _____ x _____ SF _____ % of Total Sign _____ Distance from Property Line /Abutting Street: _____	
<i>Calculation worksheet: See ordinance for factors that determine maximum area of proposed sign.</i> Storefront Measurement _____ Multiplier _____ Max Area Allowed: _____	Building Permit Yes/No Engineering Yes/No Electrical Permit Yes/No



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MILFORD ZONING AND COMMUNITY DEVELOPMENT

LOCATION OF SIGNAGE

Street Address:

Tax Map / Parcel #:

☐ New
Sign(s)

☐ Replacement
Sign(s)

Zoning District:

Overlay District:

SIGN PERMIT FEES

Fees will be waived for the following signs:

- Change of copy only when no expansion of copy area is proposed
- Copy area panels when no structural or electrical alterations are being proposed
- Event signs
- Short Term Temporary signs
- Portable Signs

The \$50 application fee will be assessed for each of the following:

- New signs
- Structural and electrical alterations/changes to existing signs
- Expansion of the copy area as permitted by the ordinance
- Long Term Temporary Signs

For multiple signs, please fill out the form on the back telling us about each sign being applied for. A single application fee will be assessed and a single permit will be issued for the project sign bundle. Sign bundles may not be amended after 30 days of issuance.

***If a building permit is required, no sign permit will be issued until the building permit has been issued.**

APPLICANT

Business Name:

Contact Name:

Address:

City/State/Zip:

Phone: ()

Email: Cell: ()

*PROPERTY OWNER

Name:

Address:

City/State/Zip:

Phone: ()

Email: Cell: ()

The undersigned property owner(s) hereby authorize(s) the filing of this application and agree to comply with all code requirements applicable to this application.

Property Owner's signature is required for ALL sign permits

Date:

Application # _____

SIGN TYPE

- ☐ On Premise
☐ Off Premise
☐ Event

***ARTWORK MUST BE SUBMITTED**
See last page for instructions.

SIGN CATEGORY

- ☐ Awning/Canopy/Marquee/
☐ Projecting/Suspended
☐ Electronic Message Center
☐ Directional
☐ Monument/Free Standing/Pole
☐ Wall/Fascia
☐ Portable
☐ Short-term Temporary
☐ Long-term Temporary

SIGN PERMIT FEES DUE:

Application Fee: \$50.00

Amount received: _____

Date Received: _____

Check _____ Cash _____

PERMIT # _____

ISSUE DATE: _____

ZONING/BUILDING CODE OFFICIAL SIGNATURE

SIGN REGULATIONS CAN BE FOUND ONLINE AT:
WWW.MILFORD.NH.GOV

MILFORD ZONING ORDINANCE,
ARTICLE VII SECTION 7.06



Sign Permit/Application

MILFORD ZONING AND COMMUNITY DEVELOPMENT

REQUIRED ARTWORK INSTRUCTIONS

Application # _____

All Sign Permit Applications must include:

1. A photo of existing signage if there is any;
2. An illustration of the proposed sign(s), drawn to scale, that includes the following information:
 - a. The total area of the proposed sign(s) in square feet;
 - b. The proposed support structure for the proposed sign(s);
 - c. The proposed sign structure height;
 - d. The setback(s) of the proposed sign(s);
 - e. The location(s) of the proposed sign(s);
 - f. The relationship of the proposed sign(s) to the property on which the proposed sign(s) is to be located and/or the buildings thereon;
 - g. A photograph of existing signage, including dimensions drawn onto the photograph; provided, however, for multi-unit properties, condominiums and the like, the applicant need only submit a photograph detailing existing signage for the Applicant's particular unit;
 - h. The material from which the proposed sign(s) is to be constructed;
 - i. Design information such as illumination, animation, function and other essential characteristics of the proposed sign(s).

Please see section 7.06.5 of the Milford Zoning Ordinance for additional information about the application and approval process.