

Town of Randolph

130 Durand Road
Randolph, NH 03593
(603) 466-5771

Instructions for Sign Permit Application

Under Article XI of the Land Use Ordinance (as amended March 11, 2014). (see below) Exterior signs must comply with Article 6.02 of the Land Use Ordinance.

11.04 SIGN PERMITS

- A. A permit from the Selectmen shall be obtained from the Selectmen before the erection or display of any sign requiring such permit under Section 6.02 (A) of the Land Use Ordinance.
- B. The application for a sign permit shall describe the size of the proposed sign, the material of which it is to be made, whether it is to be attached to a structure or free-standing, its height above the ground and the height of the roof line of any building to which it is to be attached.
- C. The application shall describe the location of the proposed sign in relation to any the right-of way of any adjacent street or road and demonstrate that it would not interfere with the line of sight for street traffic or the passage of pedestrians or bicyclists.
- D. Applications for the installation of advertising signs shall describe the size of the proposed sign, the business being advertised and whether the permit is requested for an existing use permitted as of right under Section 4.01 or 4.02, the proposed location of the sign and the message to be displayed.
- E. If the sign is to be lighted, the application shall include a description of the method of illumination, the hours during which lights will be on and the location of the light or lights in relation to any nearby public thoroughfare and any adjacent residential properties.

11.06 ENFORCEMENT. The Board of Selectmen or their designee, upon well-founded information of any violation, is hereby authorized to initiate immediate steps for enforcement of this Ordinance by issuing due notice to cease and desist such violation and/or be subject upon conviction to a fine of one-hundred dollars (\$100) for each day the violation continues.

Before filling out your application please become familiar with the Land Use Ordinance.

Please allow adequate time for this process. The board meets on the 2nd and 4th Monday of the month. If not all information is given or there are questions, it may take up to a month to obtain a permit.

You must apply for a sign permit even though you suspect or know you will be refused. If your application is refused, you may file for a Variance with the Board of Adjustment.

Verbal discussion of your request does not constitute permission to begin work. You must obtain approval in writing.

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Application for Sign Permit

(This is not a building or driveway permit application)

Please Print in Ink

Property Owner(s): _____

Telephone #: (____) _____ E-mail: _____

Mailing Address: _____

Property Location: _____

Tax Map: _____ Lot: _____

Describe proposed sign and purpose

Type of lighting if any

- Permanent
- Attached to building Free standing

- Attach dimensioned sketch showing proposed sign including the following information:
 - Name of Applicant and Signature with Date
 - Location on Lot
 - Front elevation Sign dimensions

The undersigned owner (or owner's agent authorized below) hereby requests a sign permit for the above use to be issued on the basis of the information and representations contained herein. Any permit issued will be deemed void in the event of misrepresentation or failure to comply with the Land Use Ordinance and other ordinances, rules, and laws of the Town of Randolph and/or the State of New Hampshire. If permit is deemed void, work must stop immediately. Legal action may be taken and fines imposed.

I/we acknowledge that I/we are familiar with the Randolph Land Use Ordinance, that the above is correct and complies with the Ordinance, and I agree to allow inspection(s) upon notification and at reasonable times, and to prominently display the Permit Card while work is in progress.

Signature: _____ **Date:** _____

All Owners must sign _____

Approved - Permit Number: _____

Special Conditions _____

Denied because: _____

Board of Selectmen: _____ **Date:** _____

