Town of Manchester
Sign Certificate Application

Instructions:

*Please complete this form to request a sign certificate for a new or replacement sign, or change in a nonconforming sign. **This application must be accompanied by color plans drawn to scale** showing the dimensions of the sign, materials used, along with the location of the sign on the property. **The Application fee is $50.00 and must be submitted with the application.** **Please refer to Manchester Town Code Section §250-80 for guidelines and regulations on signs**.*

Property Address or General Location _____

Property Tax Parcel Number _____

Lot _____ Block _____ Subdivision _____

Lot Dimensions _____ Lot Area _____

Present Zoning _____

Property Owner(s) Name(s) _____

Mailing Address _____

Phone _____ Cell _____ Fax _____

Email _____

Applicant (if other than owner) _____

Mailing Address _____

Phone _____ Cell _____ Fax _____

Email _____

Contractor _____

Mailing Address _____

Phone _____ Cell _____ Fax _____

 Email _____

Sign Permit Number (if applicable)_____

This application is for a   ☐ Permanent Sign   ☐ Temporary Sign

Size of Sign_____ Location of Sign _____ Type of Lighting_____

Total square footage of Sign_____ Height of Sign_____

Please describe in detail the new sign, replacement sign or change in nonconforming sign:

_____

_____

_____

_____

_____

Please remember to attach all scale drawing, renderings, additional pages and information as requested by the Zoning Administrator to this application. If the application for the Sign Certificate is approved, the applicant will receive a signed Sign Certificate. If the application is denied, the applicant will be informed in writing of the reasons for the denial and advised of the right to appeal. If you have any questions about this application, please contact the Zoning Administrator at 410-239-3200.

Applicant signature _____ Date _____

PLEASE REMEMBER TO ATTACH COLOR PLANS DRAWN TO SCALE!

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<u>Manchester Town Staff To Fill In Below Information</u>

1. Does the new signage conform to the zoning regulations?   ☐YES   ☐NO
   If the answer to Question 1 is "Yes," you may skip to question 4.

2. If the sign does not conform to the zoning regulations, has the Board   ☐YES   ☐NO
   of Zoning Appeals approved the sign? (If yes, please attach the BZA
   approval letter.)

3. If the sign does not conform with the zoning regulations, is the   ☐YES   ☐NO
   replacement sign no larger in size or height than the existing sign?

4. Is the proposed signage based on an approved site plan?   ☐YES   ☐NO
   (If yes, please provide a copy of the signature page of the site plan.)

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