

# Town of Arundel, Maine

## Sign Application

PERMIT NUMBER 2023- \_\_\_\_\_ DATE \_\_\_\_\_ ZONE \_\_\_\_\_ MAP \_\_\_\_\_ LOT \_\_\_\_\_

### A. CONTACT INFORMATION

1. **Project Name:** \_\_\_\_\_
2. **Applicant Name:** \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
Town, State, ZIP Code \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Email: \_\_\_\_\_
3. **Authorized Agent** (person who will be responsible for all communication with the Town):  
Name: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
Town, State, ZIP Code \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Email: \_\_\_\_\_
4. **Sign Design Consultants**  
Name: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Email: \_\_\_\_\_

### B. LOCATION INFORMATION

5. Sign Location: \_\_\_\_\_
6. E911 Address \_\_\_\_\_
7. Name of Business \_\_\_\_\_
8. Type of Use \_\_\_\_\_
9. Arundel Tax Map \_\_\_\_\_ Lot \_\_\_\_\_
10. Land Use District(s) \_\_\_\_\_

*(consult Land Use Map and Shoreland Zoning Map)*

11. Is the application for the establishment of a new business? Yes  No  If yes, complete and attach a business registration form.
12. Is this a new sign or a replacement of an existing sign \_\_\_\_\_  
If replacement sign, please attach photo of existing sign.

### SIGN INFORMATION:

**Please attach scaled shop drawings of all proposed signage**

**13. Directory Post Sign:**

- Total Square Footage of Sign \_\_\_\_\_
- Sign Area Dimensions Height\_\_\_\_\_ Width\_\_\_\_\_ Depth\_\_\_\_\_
- Post Height\_\_\_\_\_
- E911 Address or Private Way Address\_\_\_\_\_ *(Locate at top of the sign- see section 5.17)*
- Maximum Square footage allowed in the District\_\_\_\_\_
- Illumination:  Interior Lighting  Exterior Lighting Please provide lighting specs and lumen information

**14. Single Occupancy Post Sign**

- Building Sign Frontage:\_\_\_\_\_ feet
- Total Square Footage of Sign \_\_\_\_\_
- Sign Area Dimensions Height\_\_\_\_\_ Width\_\_\_\_\_ Depth\_\_\_\_\_
- Post Height\_\_\_\_\_
- E911 Address or Private Way Address\_\_\_\_\_ *(Locate at top of the sign- see section 5.17)*
- Maximum Square footage allowed in the District\_\_\_\_\_
- Illumination:  Interior Lighting  Exterior Lighting Please provide lighting specs and lumen information

**15. Attached Signage – Projecting and Wall Signage**

If multiple occupancies or multiple signs please complete data sheet for each sign and attach along with shop drawing of sign.

- Building Sign Frontage:\_\_\_\_\_ feet
- Total Square Footage of Sign \_\_\_\_\_
- Sign Area Dimensions Height\_\_\_\_\_ Width\_\_\_\_\_ Depth\_\_\_\_\_
- Distance between ground and bottom of sign \_\_\_\_\_
- Illumination:  Interior Lighting  Exterior Lighting Please provide lighting specs and lumen information

**16. Window Signage:**

If multiple occupancies or multiple signs please complete data sheet for each sign and attach along with shop drawing of sign.

- Maximum 1<sup>st</sup> floor Window Area:\_\_\_\_\_ sf Total Sign Area \_\_\_\_\_ sf Area in Window \_\_\_\_\_%
- Maximum 2<sup>nd</sup> floor Window Area:\_\_\_\_\_ sf Total Sign Area \_\_\_\_\_ sf Area in Window \_\_\_\_\_%
- Illumination:  Interior Lighting  Exterior Lighting Please provide lighting specs and lumen information

**17. Sandwich Board Sign**

- Dimensions of Sandwich board sign\_\_\_\_\_ Total Area (one side) \_\_\_\_\_sf

- Attach a scaled shop drawing of proposed sign detailing materials, color, and display area.
- Proposed Location of sign \_\_\_\_\_
- Attach Map or Google Earth aerial Photo

**18. Digital Signage:** Attach completed Digital Sign application

**19. Aggregate Signage**

Area of all existing signage except directional and window signage \_\_\_\_\_ sf

Area of all proposed signage except directional and window signage \_\_\_\_\_ sf

**20. Value of Work:** \_\_\_\_\_ (provide estimate)

*Please submit a completed Sign application, show drawings, and all supporting documentation to the Arundel Code Enforcement Officer.*

**To the best of my knowledge, all of the above stated information is true and correct.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**ACTION OF THE CODE ENFORCEMENT OFFICER & TOWN PLANNER**

**Date Received:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Fee Computed \$**\_\_\_\_\_

**Approved:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Denied:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Reason for denial/comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature of Code Enforcement Officer**

**Permit Number: 2023-**\_\_\_\_\_

\_\_\_\_\_  
**Signature of Town Planner**

**Conditions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_