



# City of Lebanon, New Hampshire

## WORKSHEET & CHECKLIST

### FOR THE INSTALLATION OF SIGN(S)

Office Use Only

Date Received: \_\_\_\_\_

File No.: \_\_\_\_\_

#### PLEASE NOTE:

- This Worksheet & Checklist must be submitted with (1) a [Building/Zoning Application](#), (2) all required attachments (see Section F below), and (3) payment (see the [Fee Schedule](#)).
- The sign regulations are located in [Section 608](#) of the Lebanon Zoning Ordinance.
- Terms in ***bolded italics*** are defined. See pages 11-13 of the [Sign Worksheet Attachment](#).

#### A. **PROJECT INFORMATION**

Address where ***sign(s)*** will be installed: \_\_\_\_\_

Name of property owner: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Name of business (if different than applicant): \_\_\_\_\_

#### B. **MAXIMUM ALLOWED SIGN AREA**

1. The linear width of the ***principal façade*** of the ***principal building*** on the ***lot*** is \_\_\_\_\_ feet.
  - a. The linear width multiplied by 0.8 = \_\_\_\_\_ square feet.
2. The size (area) of the ***principal façade*** of the ***principal building*** on the ***lot*** is \_\_\_\_\_ square feet.
  - a. The area/size of the ***principal façade*** multiplied by 0.05 = \_\_\_\_\_ square feet.
3. The maximum allowed ***sign area*** for the ***principal building*** is the larger number in 1.a and 2.a.

#### C. **EXISTING SIGN(S)**

1. What is the total number of existing ***signs*** affixed to all of the ***buildings*** on the ***lot***? \_\_\_\_\_
2. What is the total ***sign area*** of all existing ***signs*** on the ***building(s)*** on the ***lot***? \_\_\_\_\_ sq. ft.
3. What is the total ***sign area*** of all existing ***signs*** on the ***building(s)*** to be REMOVED? \_\_\_\_\_ sq. ft.
4. What is the total ***sign area*** of all existing ***signs*** on the ***building(s)*** to REMAIN? \_\_\_\_\_ sq. ft.
5. What is the total ***sign area*** of the existing ***freestanding sign***: \_\_\_\_\_ sq. ft.
6. Will the ***freestanding sign*** remain? YES  NO  OTHER  If "other", please explain: \_\_\_\_\_  
\_\_\_\_\_

#### D. **NEW SIGN(S)**

1. How many new ***wall signs*** are proposed? \_\_\_\_\_
2. What is the ***sign area*** (in sq. ft.) of each new ***wall sign***? List here: \_\_\_\_\_
3. How many new ***projecting signs*** are proposed? \_\_\_\_\_
4. What is the ***sign area*** (in sq. ft.) of each new ***projecting sign***? List here: \_\_\_\_\_
5. Is a new ***freestanding sign*** proposed? YES  NO
6. What is the ***sign area*** (in sq. ft.) of the new ***freestanding sign***? \_\_\_\_\_ square feet

**E. ILLUMINATION**Will the proposed **sign(s)** be illuminated? Yes\_\_\_\_\_ No\_\_\_\_\_

Name of Electrician\_\_\_\_\_ License #\_\_\_\_\_

**F. APPLICATION CHECKLIST**

<b>REQUIRED ATTACHMENTS</b> (per <a href="#">Section 608.2.B</a> of the Zoning Ordinance):	<b>Info. Provided</b>	<b>Info. Not Provided</b>	<b>N/A</b>
<b>EXISTING SIGNS TO BE REMOVED:</b> <ul style="list-style-type: none"> <li>Have you included photographs of the existing signs that will be removed?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PROPOSED SIGNS:</b> <ul style="list-style-type: none"> <li>Have you included a drawing to scale of each proposed sign?</li> <li>Does the drawing identify the sign area (in sq. ft.) of the proposed sign?</li> <li>Does the drawing show the dimensions of each sign?</li> <li>Does the drawing depict the location of the sign on the building?</li> <li>Does the drawing identify the construction materials?</li> <li>If freestanding: <ul style="list-style-type: none"> <li>Does the drawing identify the height of the sign?</li> <li>Have you provided a plot plan depicting the location of the sign?</li> <li>Does the drawing or plot plan demonstrate compliance with the landscaping specifications of Sec. 608.4.A.4.b.i of the Zoning Ordinance*?</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>CONSTRUCTION/ILLUMINATION:</b> <ul style="list-style-type: none"> <li>Have you included specifications for the construction or display of the sign?</li> <li>Have you included specifications illumination and mechanical movement of the sign(s)?</li> <li>Have you included documentation/information demonstrating compliance with the requirements of Section 608.4.A.6 ("Illumination")**?</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

\*See page 5 of the [Sign Worksheet Attachment](#)\*\*See page 7 of the [Sign Worksheet Attachment](#)**G. ACKNOWLEDGMENT** – This Worksheet & Checklist was prepared by:

Print name:\_\_\_\_\_ Title:\_\_\_\_\_

Signature:\_\_\_\_\_ Date:\_\_\_\_\_