

City of Lebanon,  
New Hampshire



Building/Zoning Permit  
Application Form

Property Owner (Owner of Record): \_\_\_\_\_ Tel.#: \_\_\_\_\_

Mailing Address of Owner: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

CONTACT PERSON FOR PROJECT: \_\_\_\_\_ Tel.#: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

1. Project Location:

City Tax Map:	Lot:	Plot:	Zoning District:
Location (Physical Address of Project):			

2. Project Description:

Describe the nature of work proposed, in detail:   
Cost of Project Construction: \$

3. Type of Occupancy: (check as appropriate)

Existing	<input type="checkbox"/> Vacant Lot	<input type="checkbox"/> One Family	<input type="checkbox"/> Two Family	<input type="checkbox"/> Multi Family	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
Proposed		<input type="checkbox"/> One Family	<input type="checkbox"/> Two Family	<input type="checkbox"/> Multi Family	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial

For Commercial or Industrial:

Specific Type of Use (for example: retail, office, industrial, etc.):
Name of Commercial/Industrial Tenant (if known):

THE UNDERSIGNED OWNER HEREBY REQUESTS A BUILDING/ZONING PERMIT FOR THE ABOVE USE, TO BE ISSUED ON THE BASIS OF THE REPRESENTATIONS CONTAINED HEREIN, INCLUDING ALL NECESSARY SUPPORT STATEMENTS. PERMIT IS VOID IN THE EVENT OF MISREPRESENTATION AND/OR NOT BEING IN COMPLIANCE WITH THE BUILDING CODE, ZONING ORDINANCE, SITE PLAN REVIEW/SUBDIVISION REGULATIONS (IF APPLICABLE) AND OTHER APPLICABLE STATE AND CITY LAWS AND REGULATIONS. CONSTRUCTION IS NOT AUTHORIZED UNTIL PERMIT IS ISSUED.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IF, AS OWNER, YOU WISH TO DESIGNATE AN AGENT TO ACT ON YOUR BEHALF, PLEASE READ THE FOLLOWING STATEMENT AND SIGN BELOW. I hereby designate the individual listed as *contact person for project* as my agent for the purpose of procuring the necessary local permits for the proposed work as described herein. Representations made by my agent may be accepted as though made by me personally, and I understand that I am bound by any official decision made on the basis of such representation.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY

APPROVED - ZONING ADMINISTRATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED - BUILDING OFFICIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

Received	File#	Permit#	Issued
Const. Cost \$	Permit Fee \$	Voucher#	Date Paid

(Copy provided to Assessing Dept. on \_\_\_\_\_)



# 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"/>
<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:\_\_\_\_\_

# MULTI-TENANT BUILDING WORKSHEET

**TO APPLICANT:**

*THE EXISTING SIGNAGE FOR THE ENTIRE BUILDING AND  
FOR EACH TENANT MUST BE DOCUMENTED.*

*PLEASE COMPLETE THE BLUE SHADED BOXES, as applicable.*

<b>BUILDING ADDRESS:</b> _____		
<b>Name of Tenant #1:</b>	<b>Type of Sign (affixed to the building, OR projecting from the building)</b>	<b>Area of Sign    in square feet</b>
Sign #1		_____ sq ft
Sign # 2		_____ sq ft
Sign # 3		_____ sq ft
<b>Name of Tenant #2:</b>	<b>Type of Sign (affixed to the building, OR projecting from the building)</b>	<b>Area of Sign    in square feet</b>
Sign #1		_____ sq ft
Sign # 2		_____ sq ft
Sign # 3		_____ sq ft
<b>Name of Tenant #3:</b>	<b>Type of Sign (affixed to the building, OR projecting from the building)</b>	<b>Area of Sign    in square feet</b>
Sign #1	(insert affixed OR projecting)	_____ sq ft
Sign # 2	(insert affixed OR projecting)	_____ sq ft
Sign # 3		_____ sq ft
<b>Name of Tenant #4:</b>	<b>Type of Sign (affixed to the building, OR projecting from the building)</b>	<b>Area of Sign    in square feet</b>
Sign #1	(insert affixed OR projecting)	_____ sq ft
Sign # 2	(insert affixed OR projecting)	_____ sq ft
Sign # 3		_____ sq ft
<b>Name of Tenant #5:</b>	<b>Type of Sign (affixed to the building, OR projecting from the building)</b>	<b>Area of Sign    in square feet</b>
Sign #1	(insert affixed OR projecting)	_____ sq ft
Sign # 2	(insert affixed OR projecting)	_____ sq ft
Sign # 3		_____ sq ft

**Does the property have a freestanding sign? Circle YES or NO**

If yes, what is the size of the sign in square feet?

**Are there any other signs on the property or building not otherwise accounted for above?**

**Circle YES or NO**

If yes, please describe the signs and provide the size of each in the space below:

# SIGN WORKSHEET ATTACHMENT

Excerpts from the Zoning Ordinance of the City of Lebanon, NH, last amended 1/22/20

## A. SECTION 608 – SIGN REGULATIONS

### 608.1 Purpose and Intent.

The purpose of this Section is to create the legal framework for a comprehensive and balanced system of **signs** in order to:

- further the goals of the Lebanon Master Plan;
- preserve the right of free speech and expression;
- provide easy and pleasant communication between people and their environment;
- avoid excessive levels of visual clutter or distraction that are potentially harmful to property values, business opportunities, and community appearance;
- assure that public benefits derived from expenditures of public funds for the improvement and beautification of streets, and other public structures and spaces, are protected by exercising reasonable controls over the character and design of **sign** structures;
- help to allow the free flow of traffic and protect pedestrians, bicyclists, and motorists from injury and property damage caused by, or which may be fully or partially attributable to cluttered, distracting, or illegible signage; and
- promote the use of **signs** which are aesthetically pleasing, of appropriate scale, and integrated with surrounding **buildings** and landscape, in order to meet the community's expressed desire for quality development.

With these purposes in mind, it is the intent of this Section to authorize the use of **signs** that are:

- compatible with their surroundings;
- appropriate to the activity that displays them;
- expressive of the identity of individual activities and the community as a whole;
- legible in the circumstances in which they are seen;
- unlikely to distract drivers to a dangerous degree; and
- able to preserve the right of free speech and expression.

### 608.2 General Provisions.

A. Signs Prohibited. **Signs** are prohibited in all zoning districts unless the **sign** is:

1. Constructed pursuant to a valid building permit when required under this Section; and
2. Authorized under this Section or the City of Lebanon Code Ch. 152, Article IV and in compliance with all applicable regulations of this Section.

B. Building Permit Required. A building permit from the Planning Department is required prior to the display and erection of any **sign**, except as provided in Section 608.7 ("Signs Allowed Without a Building Permit"). Every building permit application shall include:

1. A photograph of any existing **signs** to be replaced, and the **sign area** and dimensions of each **sign** to be replaced.

2. A drawing to scale of each proposed **sign**. Each rendering shall identify:
    - a. the total **sign area** in square feet;
    - b. the dimensions of the **sign** in feet and inches;
    - c. the height of the **sign**;
    - d. the proposed location of the **sign** on the **building**, if applicable;
    - e. construction materials; and
    - f. landscaping specifications, if applicable.
  3. A scaled plot plan of the **lot** depicting the proposed location of any **freestanding sign**.
  4. Specifications for the construction or display of the **sign** and for its illumination and mechanical movement, if any.
  5. Where **internal illumination** is proposed, documentation necessary to demonstrate compliance with Section 608.4.A.6 ("Illumination").
- C. Enforcement. Any **sign** displayed or erected which is not authorized by this Section and/or is not in compliance with all applicable regulations set forth herein shall be removed, and shall be subject to all available enforcement options pursuant to NH RSA Chapter 676.
- D. Clear Vision & Movement. No **sign** may obstruct visibility or movement of vehicles or pedestrians, or otherwise cause any hazard to any person or property, and all **signs** are subject to the requirements of Article II, Section 206, "Sight Distance at Street Intersections".
- E. Maintenance. All **signs** shall be maintained in good condition and repair at all times. Such maintenance shall not require a building permit unless the repairs include electrical work.
- F. Sign Setback. The requirements of Article II, "General Provisions," shall not prohibit the location of a **sign** in a **front, side** or **rear yard**, nor shall those minimum setbacks apply to **signs**.
- G. No Discrimination Against Non-Commercial Signs or Speech. The owner of any **sign** which is otherwise allowed under this Section and which has obtained a building permit may substitute non-commercial copy in lieu of any other commercial or non-commercial copy. This substitution of copy may be made without any additional approval or permitting. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over non-commercial speech, or favoring of any particular non-commercial message over any other non-commercial message. This provision prevails over any more specific provision to the contrary. This provision does not create a right to increase the total amount of **sign area** permitted on a **lot**.
- H. Outdoor Recreational Facilities. **Outdoor recreational facilities** are exempt from this Section except that:
1. any **sign** erected on the **lot** of an **outdoor recreation facility** shall be subject to the prohibition of **non-static signs** set forth in Section 608.3.D, the requirements of Section 608.2.D ("Clear Vision & Movement"), and the requirements of Section 608.2.E ("Maintenance");

2. all **signs** shall be principally oriented towards the playing field or seating areas, except that one (1) sign having a **sign area** of no greater than thirty (30) square feet may be permitted without such restriction; and
3. one (1) **digital sign** is allowed per **outdoor recreation facility** provided that the **digital sign** is principally oriented towards the play field or seating area, and provided that a building permit is obtained in accordance with Section 608.2.B (“Building Permit Required”). Such **sign** shall be illuminated only during an activity or event taking place on the field, and shall have no greater than 102 square feet of **sign area** and, if **freestanding**, a height of no greater than twelve (12) feet.

### 608.3 Prohibited Signs.

The following are prohibited:

- A. **Off-premise signs**, except as may be permitted per Sections 608.6.A.1 and 2.
- B. **Signs** located within **public streets** and public sidewalks, except as set forth in Section 608.4.A.5.b (projecting signs in the CB and LD Districts) and Section 608.6.A.6 (**sandwich board sign** regulations) and as may otherwise be allowed pursuant to Chapter 152 (“Streets and Sidewalks”) of the Code of the City of Lebanon.
- B. **Illumination of signs** except as may be permitted by and in accordance with Section 608.4.A.6 (“Illumination”).
- C. **Non-static signs**, except **digital signs** as may permitted according to Section 608.2.H.3.
- D. **Portable signs**, except **temporary signs** as may permitted by Section 608.6 (“Temporary Signs”).
- E. Feather flags, balloons, inflatables, pennants, ribbons, streamers, and spinners or other similar devices which may move or swing as a result of wind pressure, whether part of a **sign** or not, except as may be permitted by Section 608.6 (“Temporary Signs”).
- F. **Signs** of a size, location, movement, coloring, or manner of illumination which may be confused with or construed as a traffic control device or which hide from view any traffic or street **sign** or signal.
- G. **Roof signs.**
- H. Laser displays.

### 608.4 Non-Residential Uses.

- A. Non-Residential Uses in Commercial and Industrial Districts. Signage for non-residential uses in the **commercial** and **industrial districts** shall be subject to the following requirements:

1. Maximum Permitted Sign Area.
  - a. Sign Area for a Principal Building. The maximum **sign area** permitted for a **principal building** is the greater of either:
    - i. the product of the following formula: [linear width, or frontage, of the **principal facade** in feet] multiplied by 0.8 = [x] square feet; or
    - ii. the product of the following formula: [total area of the **principal facade**] multiplied by .05 = [x] square feet.

There is no limit on the number of individual **signs** that may be affixed or attached to a **principal building** provided that the total **sign area** of all such **signs** combined does not exceed the maximum permitted **sign area** determined pursuant to the above formula.
  - b. Sign Area for Freestanding Signs. **Sign area** for **freestanding signs** shall be determined pursuant to Section 608.4.A.4 and shall be allowed in addition to the maximum permitted **sign area** for a **principal building** determined pursuant to Section 608.4.A.1.a.
  - c. Sign Area for Lots Having No Buildings. A **lot** without **buildings** may display up to 15 square feet of **sign area**.
  - d. Strip Plazas. For purposes of calculating maximum permitted **sign area** pursuant to Section 608.4.A.1.a, a **façade** of a **strip plaza** that faces interior to the **lot** may be considered the **principal facade** in place of any other **principal facade**.
2. Sign Types Permitted. The following **sign** types are permitted in the **commercial** and **industrial districts**:
  - a. **wall signs**;
  - b. **freestanding signs**; and
  - c. **projecting signs**.
3. Wall Signs. **Wall signs** in the **commercial** and **industrial districts** shall be subject to the following regulations:
  - a. One or more **wall signs** may be displayed on any wall of any principal **building** on a **lot**, provided that the total **sign area** displayed on any single **building** wall is limited to the total **sign area** that would be permitted for that wall based on the formula set forth in Section 608.4.A.1.a, whether or not it is a **principal facade**.
  - b. The **sign area** of a **wall sign** may not exceed 100 square feet.
  - c. **Wall signs** shall not extend above the highest point of the main roof or parapet of the **building** or be affixed to a parapet more than four feet above the roof of the **building**.



4. Freestanding Signs. A **lot** in the **commercial** and **industrial districts** may display one **freestanding sign** subject to the following regulations:

a. Sign Area and Height Regulations.

- i. **Freestanding signs** must comply with the dimensions set forth in the following table:

	Zoning District					
Maximum	GC & GC-1	CB	LD	IND-L	IND-RA	IND-H
height	25 ft.	12 ft.	12 ft.	12 ft.	12 ft.	12 ft.
<b>sign area</b>	64 sq. ft.	32 sq. ft.	24 sq. ft.	64 sq. ft.	64 sq. ft.	64 sq. ft.

The size of any **freestanding sign** shall be deducted from the maximum **sign area** permitted on a **lot** under Section 608.4.A.1.a (“Maximum Sign Area”), except as set forth in Section 608.4.A.4.a.ii below.

- ii. Strip Plazas and Multi-Tenant Buildings. **Freestanding signs** for a **strip plaza** or **multi-tenant building** may exceed the maximum **sign area** set forth in Section 608.4.A.4.a.i by up to 50 percent, except in the CB and LD Districts. Such additional **sign area** shall not be deducted from the maximum **sign area** permitted on a **lot** under Section 608.4.A.1.a (“Maximum Sign Area”).
- iii. Height. For purposes of measuring the height of a **freestanding sign**, height shall mean the vertical distance measured from grade at the edge of the adjacent right-of-way to the highest point of the **sign** structure.

b. Design Standards.

- i. Landscaping. A landscaped area located around the base of a **freestanding sign** equal to two and one-half square feet for each square foot of **sign area**, is required for all **freestanding signs**. The landscaped area shall contain living landscape material consisting of native shrubs and/or annual or native perennial ground cover plants placed throughout the required landscape area and having a spacing of not greater than three (3) feet on center. Where appropriate, the planting of required deciduous or evergreen trees installed in a manner which frames or accents the **freestanding signs** structure is encouraged.
- ii. Spacing. **Freestanding signs** must be spaced at least 150 feet apart on **public streets** with posted travel speeds under 40 miles per hour, and at least 300 feet apart on **public streets** with posted travel speeds of 40 miles per hour and over.

- c. A PUD or Planned Business Park may have a **freestanding sign**, which **sign** shall have a maximum size and height as set forth above and shall be subject to all other applicable regulations herein.

5. Projecting Signs.

- a. GC District, GC-1 District, and Industrial Districts. Projecting signs in the GC District and the **industrial districts** shall be subject to the following regulations:

- i. One or more **projecting signs** may be displayed on any wall of any **principal building** on a **lot** provided that the total **sign area** displayed on any single **building** wall is limited to the total **sign area** that would be permitted for that wall based on the formula set forth in Section 608.4.A.1.a, whether or not it is a **principal façade**.
- ii. The **sign area** of a **projecting sign** shall not exceed sixteen (16) square feet.
- iii. **Projecting signs** shall project from the wall at an angle of ninety (90) degrees.
- iv. **Projecting signs** shall not extend above the highest point of the main roof or parapet of the **building** nor be affixed to a parapet more than four (4) feet above the roof of the **building**.

- b. CB and LD Districts. Because of **building coverage** and development density in the CB and LD Districts, businesses located therein may not be able to erect **freestanding signs** or **projecting signs** which do not hang over a public sidewalk. Thus, within the CB and LD Districts **projecting signs** may hang over a public sidewalk, subject to the following limitations:

- v. A **building** may have no more than one such **projecting sign** for each **building** entrance which accesses a business located at sidewalk level.
- vi. No such **projecting sign** shall be larger in size than twelve (12) square feet if used to advertise only one business or sixteen (16) square feet if used to advertise more than one business.
- vii. No part of any such **projecting sign** or the fixture to which it is attached shall be lower in height than eight feet six inches (8 feet 6 inches) above the sidewalk nor higher than fifteen (15) feet from the sidewalk. However, in no case shall any part of such a **sign** or fixture be located above the bottom of the second floor window sill.
- viii. No part of any such **projecting sign** or fixture to which it is attached shall project over a public sidewalk more than the greater of three (3) feet or fifty percent (50%) of the width of the

public sidewalk, but in no case shall it extend more than six (6) feet over the sidewalk.

ix. Such **projecting signs** shall not have **internal illumination**.

6. **Illumination. Signs** may have either **external illumination** or **internal illumination**, subject to the following:

a. **External Illumination.** The use of floodlights or spotlights used for the **external illumination** of **signs** shall be mounted above the **sign** targeted for lighting, and illumination shall be properly focused upon and confined to the area of the **sign**.

b. **Internal Illumination.** **Internal illumination** of **signs** shall be designed with an opaque background so that only the lettering, symbols (i.e. logos), or design shall appear to be lighted. An applicant for a permit to illuminate a **sign** must submit a plan to the Planning Department showing the illumination plan including the effect of the illumination on any other property that might be affected by the light.

c. **Maximum Luminance.** Luminance shall measure no more than 0.3 fc above ambient light conditions.

d. **Glare.** Fixtures used to illuminate **signs** shall be located, aimed, and shielded so as to produce no glare, undue distraction, confusion or hazard to the surrounding area or to vehicular traffic. Glare shall not be perceptible to drivers, pedestrians, bicyclists, and other passers-by within adjacent streets or rights-of-way.

e. **Shielding.** Any lighting fixture on a **sign** that is located within ten (10) feet of a **residential district** or an existing residential use shall be (i) aimed away from the **residential district** or existing residential use; and (ii) shielded on the side closest to the **residential district** or existing residential use.

f. **Hours of illumination.** **Signs** may be illuminated any time between 6:00 a.m. and 9:00 p.m. Between 9:00 p.m. and 6:00 a.m. a sign may only be illuminated if and when the business is open to the public.

B. **Non-Residential Uses in Residential and Mixed Use Districts.** For legally existing non-residential uses and for **home businesses** in the **residential** and **mixed use districts**, one **sign** is permitted per **lot** which may be either a **freestanding sign**, **projecting sign**, or **wall sign**. If located in a **mixed use district**, the **sign** may have **external illumination** in accordance with Section 608.4.A.6.c ("External Illumination").

1. **Freestanding Signs.** **Freestanding signs** shall:

a. Comply with the landscaping requirements set forth in Section 608.4.A.4.c.i ("Landscaping").

b. Have a height of no greater than eight (8) feet.

2. Sign Area. **Sign area** is limited to four (4) square feet if a single non-residential use is located on the **lot**. For each additional non-residential use on the **lot**, an additional two (2) square feet of **sign area** may be added to the single **sign** permitted on the **lot**. The total **sign area** for each **lot** shall not exceed sixteen (16) square feet.

#### 608.5 Residential Uses.

For residential development projects including a PURD, PRec, or a **multi-family** development with greater than five (5) **dwelling units**, the development as a whole may have one **sign**, not to exceed sixteen (16) square feet in **sign area**, in addition to any other **signs** permitted by this Section.

#### 608.6 Temporary signs.

- A. Permitted Temporary Signs. The following **temporary signs** are permitted in addition to any other signs permitted under this Ordinance:
  1. Two (2) **temporary signs** per **lot** in the **residential** and **mixed use districts**, containing a non-commercial message and not exceeding twelve (12) square feet total. **Off-premise signs** are permitted.
  2. One (1) **temporary sign** not exceeding twenty-four (24) square feet per **lot** in the **commercial** and **industrial districts**. **Off-premise signs** are permitted if they contain a non-commercial message.
  3. One (1) **temporary sign** not exceeding twenty-four (24) square feet per **lot** for a period of not more than 60 days prior to an election involving or related to ballot initiatives and/or candidates for a federal, state or local office. This is permitted in all districts.
  4. A new business in the **commercial** or **industrial districts** is permitted to display pennants, banners, and flag **signs** for a period not to exceed two (2) weeks when the enterprise first opens for business or permanently closes so long as these **temporary signs** do not create a safety hazard.
  5. **Sandwich board signs** are permitted in the **commercial** and **industrial districts**, subject to the following limitations:
    - a. **Sandwich board signs** may not exceed three and one-half (3.5) feet in height or seven (7) square feet in area.
    - b. Only one **sandwich board sign** shall be allowed per **lot**, except for **multi-tenant buildings** and **strip plazas**, where not more than three such **signs** shall be displayed at any one time, and only during the hours that the business is open. It shall be the sole responsibility of the property owner to: 1) allow the use of such signs; and 2) regulate and monitor said use in conformance with these standards.
    - c. In the CB and LD Districts, sandwich board signs may be placed on a public sidewalk provided that a minimum of five (5) feet of clearance is maintained.

- B. Additional Requirements. The following requirements shall apply to any **temporary sign** permitted under Section 608.6.A:
1. The **sign** shall not be located within any **public street** or public sidewalk, except as otherwise permitted per Section 608.6.A.5.c.
  2. The **sign** may not obstruct visibility or movement of vehicles or pedestrians, or otherwise cause any hazard to any person or property.

608.7 Signs Allowed Without a Building Permit.

The following **signs** (1) are allowed in addition to any other **sign** permitted by this Section, (2) do not require a building permit, and (3) are exempt from the requirements of this Section except for the prohibition of **non-static signs** set forth in Section 608.3.C, the requirements of Section 608.2.D (“Clear Vision & Movement”), and the requirements of Section 608.2.E (“Maintenance”):

- A. **Temporary signs** allowed pursuant to Section 608.6.
- B. **Any sign** erected and maintained by the federal government, the State of New Hampshire, the Lebanon School District or the City of Lebanon in order to effectuate a substantial government interest.
- C. **Signs** that are an important component of measures necessary to protect the public safety and serve the compelling governmental interest of protecting traffic and pedestrian safety, complying with legal requirements, serving the requirements of emergency response, and protecting property rights or the rights of persons on property; specifically, the following:
1. Traffic control devices and pavement markings installed and maintained to comply with the Manual on Uniform Traffic Control Devices or other transportation management guidelines adopted by the New Hampshire Department of Transportation.
  2. A **lot** with multiple driveways may display one directional **sign** at each entrance or exit in order to ensure safe and efficient vehicular movement. Such signs may not be more than two (2) square feet on two-lane **streets** or rights-of-way and on any **street** with a posted travel speed under 35 miles per hour, and not more than four (4) square feet on multi-lane **streets** or on any **street** with a posted travel speed over 35 miles per hour.
  3. Numerals identifying the address of the property to help ensure that public safety responders can easily identify the address from the **street**. The size and location of the identifying numerals and letters if any must be proportional to the size of the **building** and the distance from the **street** to the **building** and in no case larger than 24 inches in height in the **commercial** and **industrial districts** and 12 inches in height in the **mixed use** and **residential districts**.
  4. **Signs** erected by property owners or business owners as required by governmental authorities pursuant to federal, state, or local law or regulation. If the law or regulation describes the form and dimensions of the **sign**, the property owner must comply with those requirements;

otherwise, when not defined, the **sign** shall be no larger than two (2) square feet.

5. **Signs** of up to two (2) sq. ft. in size to warn trespassers or to warn of hazards on the property.

D. Flags.

1. Flags no greater than four (4) feet by six (6) feet containing a non-commercial message in all districts.
2. Flags containing a commercial message in the **commercial** and **industrial districts**, in accordance with the following:
  - a. Only one (1) flag is permitted per business.
  - b. The size of the flag shall be no greater than three (3) feet by five (5) feet.
  - c. The flag may be displayed only during hours when the business is open.
  - d. The support for such flag shall be mounted or affixed to the principal **building**.

- E. Bulletin Boards. An on-premise exterior bulletin board not exceeding 32 square feet is permitted in connection with any church, **educational facility, community center, local government use, public recreation facility, or public safety facility.**

- F. Awnings. **Signs** on **awnings** if the copy does not exceed six (6) inches in height. If the copy is more than six (6) inches in height, then such **signs** shall be considered **wall signs** and shall comply with all applicable requirements for **signs** and **sign area**.

- G. Signs Inside Buildings. **Signs** located inside a **building**, except that in the **residential districts, non-static signs** and **signs** with commercial messages are prohibited.

- H. Sales Devices. **Signs** on gasoline pumps and on similar machines and devices used for the sale or dispensing of products if they are either not legible from any **street** or any property other than the **lot** on which the **sign** is located; or they consist entirely of letters, numerals or symbols that are less than four inches in height.

- I. Drive-Through Facilities. In districts where a **drive-through facility** is allowed, up to two (2) **signs** related to the drive-through component of the **drive-through facility**, provided that each **sign** is less than 12 square feet in size, and the content is not legible from any **street** or any property other than the **lot** on which the **sign** is located.

608.8 Non-Conforming Signs.

Except as set forth in Section 608.8.C, any **sign** located within the City as of August 15, 2018 which does not conform with this Ordinance, is a "legal non-conforming sign" if the **sign** was in compliance with applicable laws at the time it was installed. Notwithstanding, legal non-conforming **signs** are subject to the requirements of Section 608.2.D ("Clear Vision & Movement") and Section 608.2.E ("Maintenance"); and the illumination aspects of the existing sign shall not be considered lawfully nonconforming, and any new or replacement sign structures must comply with the current illumination requirements of Section 608.4.A.6 of this Section.

- A. Loss of Legal Non-Conforming Status. A legal non-conforming **sign** shall lose its legal non-conforming status if it is altered, reconstructed, replaced, expanded, or relocated. A mere change in copy is not an alteration or replacement for purposes of this Section.
- B. Maintenance. Maintenance of legal non-conforming **signs** as required by Section 608.2.E includes repainting, cleaning, and replacing or repairing worn or damaged parts of a **sign** in order to return it to its original state. Such maintenance shall not result in a loss of non-conforming status under Section 608.8.A.
- C. Removal. Removal of a legal non-conforming **sign** by the property owner and/or **sign** owner is required when:
1. The **sign** has lost legal non-conforming status per Section 608.8.A; or
  2. The **sign**, or a substantial part of the **sign**, is blown down, destroyed, or for any reason or by any means taken down. As used in this subsection, "substantial" means 50 percent or more of the entire street graphic structure; or
  3. The use of the **sign** or the **lot** on which it is located, has ceased, become vacant, or been unoccupied for a period of 180 consecutive days or more.
- D. Separation. No **sign** that is non-conforming solely because it violates a requirement for the spacing of **freestanding signs** shall be required to eliminate that nonconformity if compliance with the spacing regulation on the **lot** is not possible.
- E. Temporary Signs. **Temporary signs** that are non-compliant with the requirements of Section 608.6 as of August 15, 2018 shall not be considered legal non-conforming and shall be removed.

**B. Selected Definitions** (see Appendix A of the Zoning Ordinance for all defined terms)

**AWNING**: A cloth, plastic, or other nonstructural covering that is permanently attached to a **building** or can be raised or retracted to a position against the **building** when not in use.

**BUSINESS CENTER OR PLAZA**: A grouping of any commercial or industrial uses in one or more buildings, for example, retail, office, restaurant, entertainment, storage or manufacturing uses, sharing common access and parking facilities.

**DISTRICTS, INDUSTRIAL**: The IND-L, IND-H, and IND-RA Districts.

**DISTRICTS, COMMERCIAL:** The GC, CBD, and MC Districts.

**DISTRICTS, MIXED USE:** The PB, R-O, and R-O-1 Districts.

**DISTRICTS, RESIDENTIAL:** The R-1, R-2, R-3, RL-1, RL-2, and RL-3 Districts.

**FAÇADE:** The entire area of a **building** face or **building** side extending from the roof or parapet to the ground and from one corner of the **building** to another but does not include any structural or nonstructural elements which extend beyond the roof of a **building**.

**FAÇADE, PRINCIPAL:** The **façade** of a **building** which is adjacent to or fronts on a **public street**. If a **lot** does not have frontage on a **public street**, then the private road, driveway, or right-of-way that provides vehicular access to the **lot** shall be considered a **public street** for purposes of applying Section 608 ("Signs") to the **lot**. For **buildings** with more than one **façade** adjacent to or fronting on a **public street**, the largest of such **façades** shall be considered the **principal façade**.

**FRONTAGE:** The width of a lot measured along its common boundary with the street line.

**ILLUMINATION:** A source of any artificial or reflected light, either directly from a source of light incorporated in or indirectly from an artificial source, so shielded that no direct illumination from it is visible elsewhere than on and in the immediate vicinity of the **sign**.

**ILLUMINATION, EXTERNAL:** Illumination of a **sign** that is affected by an artificial source of light not contained within the **sign** itself.

**ILLUMINATION, INTERNAL:** A light source that is concealed or contained within the **sign** and becomes visible in darkness through a translucent surface.

**LOT:** A single unit or parcel of land in the same ownership throughout, with ascertainable boundaries and undivided by a street.

**MULTI-TENANT BUILDING:** A **building** containing four (4) or more separate commercial uses.

**PRINCIPAL BUILDING:** (Or Structure) - The building (or structure) which houses the principal use of a lot.

**SHOPPING MALL:** A group of stores and shops including retail office and/or restaurant/entertainment uses located along an open or enclosed pedestrian walkway sharing common access and parking facilities.

**SIGN:** A structure or an image, display, or illustration which is affixed to, painted or represented directly or indirectly upon a **building**, structure or parcel of land, which is (a) visible from a **public street**, private street, or an adjoining property, and (b) designed to communicate a non-artistic message.

**SIGN AREA:** **Sign area** means the entire area within a geometric form enclosing the extreme limits of writing, representation, emblem or any other figure of similar character, together with any frame, structure, or other material or color forming an integral part of the display or used to differentiate the **sign** from the background against which it is placed; excluding the necessary supports or uprights on which such **sign** is placed. The geometric form shall be limited to a circle,



triangle or parallelogram.

Where a **sign** has two or more faces, the area of all faces shall be included in determining the area of the **sign**, except where two such faces are placed back to back and are at no point more than two feet from one another, the area of the **sign** shall be taken either as the area of one face - if the two faces are of equal area, or the area of the larger face - if the two faces are of unequal area.

**SIGN, DIGITAL:** A **non-static sign** or portion of a **sign** that changes appearance by any electronic process or remote control.

**SIGN, COMMERCIAL:** A sign that names, advertises, or calls attention to a business, product, service, or other commercial activity.

**SIGN, FREESTANDING:** A sign supported by one or more uprights, posts, or bases placed upon or affixed in the ground and not attached to any part of a building.

**SIGN, NON-COMMERCIAL:** A sign that does not name, advertise, or call attention to a business, product, service, or other commercial activity.

**SIGN, NON-STATIC:** Any sign that incorporates a technology or method allowing the sign or any component of the sign to change appearance without having to replace the sign or any component of the sign either physically or mechanically. This definition also includes a sign or any component of a sign that rotates, revolves, moves, blinks, flashes, and/or incorporates LED lights manipulated through digital input; any illuminated sign or component of a sign which changes the intensity or color of illumination; and digital signs.

**SIGN, OFF-PREMISE:** A **sign** which pertains to a use or activity occurring on a **lot** other than the **lot** on which the **sign** is located.

**SIGN, PORTABLE:** Any **sign** that is designed to be transported, including but not limited to the following:

1. **Signs** with wheels removed.
2. **Signs** with chassis or support constructed without wheels.
3. **Signs** designed to be transported by trailer or wheels.
4. **Temporary signs.**

**SIGN, PROJECTING:** A **sign** attached perpendicularly to a **building** wall.

**SIGN, ROOF:** A **sign** painted, erected, constructed or maintained on the roof of a **building.**

**SIGN, SANDWICH BOARD:** A free standing, temporary a-frame **freestanding sign** having a message on both sides.

**SIGN, TEMPORARY:** Any **sign** which (a) is intended to be displayed for a reasonably short and definite period; (b) has the overall appearance of being intended to be displayed for a short and definite period; and (c) is made of paper, cloth, canvas, plastic sheet, cardboard or similar impermanent materials. No such **temporary sign** shall be erected for a period of greater than six (6) months cumulatively within a twelve (12) month period.

**SIGN, WALL:** A **sign** painted on or attached to a wall of a **building** and in the same plane as the wall.

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# BUILDING PERMIT FEE SCHEDULE

## ALL PERMIT FEES ARE DUE UPON SUBMISSION OF PERMIT APPLICATION For residential (detached) one and two family construction and renovation

<u>Cost of construction</u>	<u>Fee</u>	<u>Permit fee</u>
\$0 to \$500:	\$30.	with the 5% <b>\$31.00</b>
\$501 to \$1,000:	\$35.	with the 5% <b>\$37.00</b>
\$1,001 to \$3,000:	\$55.	with the 5% <b>\$58.00</b>
\$3,001 to \$5,000:	\$75.	with the 5% <b>\$79.00</b>

Over \$5,000: \$75 plus 6/10 of 1% of the total cost of alterations or construction <sup>\*(see example calculation below)</sup>  
(rounded to the nearest whole dollar)

## For multi-family, commercial and industrial construction and renovation

<u>Cost of construction</u>	<u>Fee</u>	<u>Permit fee</u>
\$0 to \$500:	\$35.	with the 5% <b>\$37.00</b>
\$501 to \$1,000:	\$60.	with the 5% <b>\$63.00</b>
\$1,001 to \$3,000:	\$80.	with the 5% <b>\$84.00</b>
\$3,001 to \$5,000:	\$110.	with the 5% <b>\$115.00</b>

Over \$5,000: \$110 plus 7/10 of 1% of the total cost of alternations or construction<sup>\*(see example calculation below)</sup>  
(rounded to the nearest whole dollar)

**Five percent (5%) shall be applied against all permit fees for Fire Department and Department of Public Works review and inspections.**

The term "total cost" as used in this section, is subject to the approval of the Code Official and means the reasonable value of all services, labor, materials, and equipment necessary for the prosecution and completion of the structure ready for occupancy. It shall include the value of all structural, electrical, mechanical, plumbing, life safety and fire protection work and equipment, all interior finishes, all normal site preparation, excavation and backfill directly related to the building. On-site utilities (water and wastewater systems) shall not be included in the total cost of construction.

### *Examples on calculating permit fees*

<u>Residential</u>	<u>Commercial</u>
10,000.00 (cost of construction)	10,000.00 (cost of construction)
<u>x.006</u>	<u>x.007</u>
60.00	70.00
<u>+75.00</u>	<u>+110.00</u>
135.00	180.00
<u>X 5%</u>	<u>X5%</u>
6.75	9.00
<u>+135.00</u>	<u>+180.00</u>
<b>\$142.00 Permit fee due (rounded to nearest dollar)</b>	<b>\$189.00 Permit fee due (rounded to nearest dollar)</b>