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##### **Freeman F. Abbott**

#### Code Enforcement Officer

[fabbott@gorham.me.us](mailto:fabbott@gorham.me.us)

**Thomas S. Hohn**

Assistant Code Enforcement Officer

[thohn@gorham.me.us](mailto:thohn@gorham.me.us)

**Angela T. Fall**

Administrative Assistant

[afall@gorham.me.us](mailto:afall@gorham.me.us)

# **Town of Gorham**

## Code Enforcement Office

## Municipal Center

75 South Street, Suite 1

Gorham, Maine 04038-1382

(207) 222-1605

(207) 839-4793 Fax

[www.gorham-me.org](http://www.gorham-me.org)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICATION: SIGN PERMIT** | | | | | | | | | | | **FEES  FOR PLAN REVIEW** | | | | | **$25.00/ per sign** | | | | | | **PERMIT #**  **\_\_\_\_\_\_\_\_** | | | |
| **Number of Signs Requested:**  \_\_\_\_\_ | | | | | | **Total Amount Paid**  **$** | | | |
| **PROPERTY OWNER/ ADDRESS** | | **Parcel ID**  **Office Use** | | **Map** |  | | **Lot** | |  | | | | | **Zoning District** | | | | |  | | | **Date:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Physical Address FOR SIGN** | | **NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | | | | | | | | |
| **BUSINESS**  **INFORMATION**  **NAME/ OWNER** | |
|
|
| **APPLICANT/AGENT**  **SIGN COMPANY**  **INFORMATION** | | **Name** | | |  | | | | | | | | | | | |  | | | | **MAILING ADDRESS BELOW** | | | |
| **Phone** | | |  | | | | | | | | | | | |  | | | |  | | | |
| **Fax** | | |  | | | | | | | | | | | |
| **Email** | | |  | | | | | | | | | | | |
|  | **Please show the text (words) for the sign requested below**  **Sign COST =** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Sign Type** | **Sign Environment is :** | | | | | **Village** | | | | | **Roadside** | | | | | | | **Industrial Park** | | | | | **Residential** | | |
| **Width of Principle Building** | | | | | | | **Number of Entrances and Exits to street(s):** | | | | **Are there multiple occupants?** | | | | | | | | **How many commer-cial / Industrial occupancies in the building?** | | | | **Approximate Length of Street Frontage is:** | |
| **Facing**  **Primary Street** | | **Facing Secondary Street** | | | | |
| **feet** | | **feet** | | | | |  | | | | **Yes** | | | **No** | | | | |  | | | | **ft** | |
| **This application is for an occupant(s) on the  First floor  Second floor or  Third floor** | | | | | | | | | | | | | | | | | | | | | | | | |
| **Ground Mounted  Wall Signs  Sandwich Board Signs  Directional Signs** | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | |
| **Is there an approved Master Sign Plan?** | | | | | | | | | **Yes** | | | **If yes, you must submit a copy with this application.** | | | | | | | | | | | | |
| **No** | | |
| **The Lot fronts on  one  two or  three streets** | | | | | | | | | | | | | | | | | | | | | | | | |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Approved** | **Denied** |  | **Code Enforcement Officer:** | **Signature** | **Date** | | **Approved** | **Denied** |  | **Town Planner:** | **Signature** | **Date** |   **An interactive PDF sign guide is available on our website at www.gorham-me.org** | | | | | | | | | | | | | | | | | | | | | | | | | |

**Sign applications are subject to review and approved by the Code Enforcement officer, except for additional wall signs or wall area and applications for allowance for additional free standing signs for corner lots must be approved by both the Code Enforcement Officer and Town Planner.**

Submittal Items

1. Draw and/or attach a color rendering (drawn to scale) of each sign for which a permit is sought indicating the exact dimensions of the sign, sign area, font type(s) and sizes, and all structures used to support the sign.

**provide a drawing of each sign in a scale that clearly shows what is proposed ON A SEPARATE PAGE/PLAN**

**SUBMIT THE FOLLOWING ITEM(s) AS NEEDED TO COMPLETE THIS APPLICATION:**

1. Building mounted sign(s) require a **dimensioned building elevation plan**(s) showing the proposed location and size of the sign(s). Photographs that show where placement of the existing and proposed signage may be helpful to staff for review.
2. Freestanding sign(s) require **a plot plan or site plan** showing the proposed location in relation to structures, setbacks, and lot lines.
3. Submit **lighting specification(s)** with any proposed shielding and type of mounting.
4. Multiple occupant sites or buildings approved after August 5, 2008 require the submittal of the **Planning Board’s approved Master Sign Plan**.

**SIGN INFORMATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sign #1** | | **Sign #2** | | **Sign #3** | | **Sign #4** | |
| **Type of Sign** |  | **Type of Sign** |  | **Type of Sign** |  | **Type of Sign** |  |
| **Sign Height (ft)** |  | **Sign Height (ft)** |  | **Sign Height (ft)** |  | **Sign Height (ft)** |  |
| **Sign Width (ft)** |  | **Sign Width (ft)** |  | **Sign Width (ft)** |  | **Sign Width (ft)** |  |
| **Sign Square Feet** |  | **Sign Square Feet** |  | **Sign Square Feet** |  | **Sign Square Feet** |  |
| **Sign Colors** |  | **Sign Colors** |  | **Sign Colors** |  | **Sign Colors** |  |
| **Sign Text** |  | **Sign Text** |  | **Sign Text** |  | **Sign Text** |  |
| **Sign Illumination** |  | **Sign Illumination** |  | **Sign Illumination** |  | **Sign Illumination** |  |
| **Height of Sign** |  | **Height of Sign** |  | **Height of Sign** |  | **Height of Sign** |  |

:

To the applicant Please note the following , You are required to place all signs on your property and in such a manner that the signs do not obstruct the vision of motorists leaving or entering any road or highway. You are required to place all signs on the premises associated with the use, services, activity, sale or rental. Signs for

these premises **are not permitted within the right-of-way of any road**.

All new signs must conform to **Chapter 2, Section 3: Signs** of the Town of Gorham Land Use and Development Code.

*The undersigned hereby makes application to the Town of Gorham for approval of signs and declares the foregoing to be true and accurate to the best of his/her knowledge.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

**SIGNATURE: APPLICANT OR APPLICANT’S AGENT** DATE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT NAME