

Parcel (Map) \_\_\_\_\_ (Lot) \_\_\_\_\_

Building Permit # \_\_\_\_\_

(office use)

**TOWN OF WELLS**

**All Purpose Permit Application**

**PERMIT MUST BE PICKED UP WITHIN 90 DAYS FROM DATE THE PERMIT IS ISSUED OR IT WILL BE NULL AND VOID.**

**A STOP WORK ORDER WILL BE ISSUED AND A \$500.00 FEE FOR RESIDENTIAL AND A \$1000.00 FEE FOR COMMERCIAL PROJECTS ASSESSED IF ANY WORK STARTS BEFORE THE PERMIT IS PICKED UP.**

Location/Address of Construction: \_\_\_\_\_

Owner Name, Address and Telephone #: \_\_\_\_\_

Applicant Name, Address and Telephone #: \_\_\_\_\_

Total square footage of proposed work: \_\_\_\_\_ Cost of Project: \_\_\_\_\_

Public sewer?: Yes \_\_\_\_\_ No \_\_\_\_\_ Public water?: Yes \_\_\_\_\_ No \_\_\_\_\_

Is this part of a subdivision?: Yes \_\_\_\_\_ No \_\_\_\_\_ Other dwelling units on lot?: Yes \_\_\_\_\_ No \_\_\_\_\_

**PERMIT IS FOR:** (MAY CHECK MORE THAN ONE)

Campground _____	New Commercial/Tenant Fit-up _____	Commercial Alterations/Additions _____
New Single Family Dwelling _____	Single Family Alterations/Additions _____	Demolition Permit _____
Flood Permit _____	Home Occupation _____	Sign/Awning _____
Generator _____	Tower _____	Deck _____
	Shed < 200' _____	Shed > 200' _____

**Project Description:** \_\_\_\_\_

Contractor's Name, Address & Telephone: \_\_\_\_\_

Contractor's Email: \_\_\_\_\_

Whom should we contact when the permit is ready?: \_\_\_\_\_

Phone #: \_\_\_\_\_

We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work **IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE PAPERWORK SUBMITTED, THE**

Parcel (Map) \_\_\_\_\_ (Lot) \_\_\_\_\_

Building Permit # \_\_\_\_\_

(office use)

**SIGNAGE/AWNING APPLICATION**

**Permit fee is \$60.00 plus \$1.00 per square foot**

**PLEASE COMPLETE ALL INFORMATION**

Address: \_\_\_\_\_ Zone: \_\_\_\_\_

Map: \_\_\_\_\_ Lot: \_\_\_\_\_

Single-tenant lot? Yes \_\_\_\_\_ No \_\_\_\_\_ Multi-tenant lot? Yes \_\_\_\_\_ No \_\_\_\_\_

More than one total sign with proposed sign? Yes \_\_\_\_\_ No \_\_\_\_\_

**INFORMATION ON EXISTING SIGN(S)/AWNING(S):**

Freestanding (e.g. pole) sign? Yes \_\_\_\_\_ No \_\_\_\_\_ Existing dimensions: \_\_\_\_\_  
Proposed dimension: \_\_\_\_\_

Bldg. wall sign (attached to bldg.)? Yes \_\_\_\_\_ No \_\_\_\_\_ Existing dimensions: \_\_\_\_\_  
Proposed dimensions: \_\_\_\_\_

Awning? Yes \_\_\_\_\_ No \_\_\_\_\_ Existing dimensions: \_\_\_\_\_  
Proposed dimensions: \_\_\_\_\_

Number of entrances for your store/office: \_\_\_\_\_

Length of wall where customer entrance is located?: \_\_\_\_\_

Is the sign illuminated? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, is the sign illuminated by a mounted light? Yes \_\_\_\_\_ No \_\_\_\_\_

Is it internally lit? Yes \_\_\_\_\_ No \_\_\_\_\_ Is it an electronic sign? Yes \_\_\_\_\_ No \_\_\_\_\_

**PLEASE PROVIDE A DETAIL CUT SHEET OF THE ILLUMINATION LEVELS GENERATED BY THIS LIGHT SOURCE.**

**INFORMATION ON PROPOSED SIGN(S):**

MUST SUBMIT DRAWING OF PROPOSED SIGN AND LOCATION ON BUILDING

**INFORMATION ON PROPOSED AWNING(S):**

*(Must submit fire retardant documentation)*

Is awning backlit? Yes \_\_\_\_\_ No \_\_\_\_\_ Dimensions: \_\_\_\_\_

Height of awning: \_\_\_\_\_ Length of awning: \_\_\_\_\_ Depth: \_\_\_\_\_

Is there any communication, message, trademark or symbol on it? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, total square footage of panels with communications/message/trademark/symbol? \_\_\_\_\_ s.f.

**ELECTRONIC SIGN QUESTIONNAIRE**

As part of the sign ordinance the electronic portion has certain standards. If you are applying for an electronic sign, **you must submit this filled out**, addressing each item listed below. Provide manufacturers information for items 8 and 9 that requests *illumination levels generated by this light source*.

A-2. Standards for electronic message centers. All electronic message centers shall comply with the regulations contained in Subsection A above, as well as the following regulations: **[Added 6/8/2010]**

(1). Pole and/or monument electronic message centers shall be placed no lower than 10 feet above grade of the road on which the lot has frontage if the sign is within 25 feet of the edge of road pavement.

\*\*\*\*\*

(2). The display on any electronic message center may not change more often than one time per 10 minutes. However, an electronic message center that consists solely of indicators of time and/or temperature may change more often, provided that the change is accomplished as rapidly as technologically practicable, with no phasing, rolling, scrolling, flashing or blending.

\*\*\*\*\*

(3). The electronic message center portion of the sign shall be designed to minimize glare and to minimize the illumination of abutting lots or streets.

\*\*\*\*\*

(4). No electronic message center may exceed 40 square feet and the maximum width or height may not exceed 10 feet.

\*\*\*\*\*

(5). On a single lot, no more than one electronic message center shall be permitted.

\*\*\*\*\*

(6). The message on the electronic message center must change as rapidly as technologically practicable, with no phasing, rolling, scrolling, flashing or blending.

\*\*\*\*\*

(7). The message on the electronic message center may consist of alphabetic or numeric text on a plain background and may include graphic, pictorial or photographic images. However, continuous streaming of information or video animation is prohibited.

\*\*\*\*\*

(8). All electronic message centers shall be designed and operated with automatic dimming features and the ability that the owner/operator of the sign has the capability to reduce the illumination and/or brightness to adjust to background and ambient light conditions. These controls may include an auxiliary photocell on or near the sign.

\*\*\*\*\*

(9). All electronic message centers within the Town of Wells shall meet the following standard with regard to luminance. The eye luminance limit is 0.3 foot-candles (fc); which means that the increase above ambient levels of lighting caused by switching on the sign shall not exceed 0.3 fc measured at 100 feet from the sign standing as near as perpendicular to the sign as possible or at the edge of the pavement no more than 100 feet using a foot-candle meter held five feet above grade. Typically, the maximum luminance will be at a right (90°) angle to the face of the sign.

\*\*\*\*\*

**A site sketch and building sketch showing exactly where existing and new signage is located must be provided. Sketches and/or pictures of proposed signage are also required.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**REMINDER:** Sandwich Board signs also require permits – it may be included with this application. The requirements have been included for your convenience.

A **Sandwich Board** is a type of advertisement composed of two boards (holding a message or graphic) and being either:

- Carried by a person, with one board in front and one behind, creating a ‘sandwich’ effect; or
- Set-up (for example – next to a store advertising its goods) in a triangle shape, hinged along the top.

**If you are requesting a sandwich board sign, please fill in the sign information on the sandwich board on the last page.**

**Provide a photo of your proposed changeable, readable sandwich board.**

