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 _____ Swimming Pool _____ |
| 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
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.