



SIGN PERMIT APPLICATION

Department of Development Services • Town of Westerly

November 2018

GUIDELINES

- A Sign Permit is required when installation of a new permanent or temporary sign or substantial alteration of an existing sign is proposed. Standards relating to the uses, locations, types, heights, colors, and illumination of signs are as set forth in Article XI of the adopted Zoning Ordinance of the Town of Westerly (available digitally [here](#)).
- A completed application addressing all required submittal information must be provided along with the applicable permit fee.
- New businesses and new business owners are required to obtain a Certificate of Ownership prior to submitting a Sign Permit Application.
- A licensed sign contractor, or other approved contractor, may be required for the installation of permitted signs.
- If the applicant is not the business/tenant or the property owner, a letter of authorization from the business/tenant and/or property owner is required.
- All materials must be submitted on either 8.5" x 11" or 11" x 17" paper and each supporting material must have a number and/or label for reference purposes.
- Applicants are encouraged to contact the Planning Office and/or Zoning Office prior to submittal of an application to discuss their proposal.

Fee Schedule

- A fee of \$5.00:1 square foot shall be charged for all individual signs up to and including 36 square feet and not requiring relief from the Zoning Ordinance
- A fee of \$10.00:1 square foot shall be charged for all individual signs 36.01 square feet or greater and/or requiring relief from the Zoning Ordinance

SECTION I. GENERAL INFORMATION

	Business/Tenant	Sign Contractor	Property Owner
Applicant	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name			
Agent Name			
Email Address			
Telephone Number			
Mailing Address			
New Business	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	N/A
RI License Number	N/A		N/A

SECTION II. AUTHORIZATIONS

Applicant Signature

Date

The applicant is hereby authorized to conduct the scope of work as proposed in this Sign Permit Application.

Property Owner's Signature
(if different than Applicant)

Date

SECTION III. PROJECT SITE INFORMATION

E-911 Address	
Unit Number(s)	
Assessor's Map and Lot(s)	
Zoning District(s)	
Overlay District(s)	To be provided by the Zoning Official, if any applicable
Historic District(s)	To be provided by the Town Planner, if any applicable
Building/Unit Face Length (sq. ft.)	

SECTION IV. SIGN INFORMATION

	Type	Area (SF)	Existing		Area (SF)	Proposed	
			Illuminated	Material		Illuminated	Material
1.			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	
2.			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	
3.			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	
4.			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	
5.			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	
6.			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	
7.			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	
8.			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	
9.			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	
10.			<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION V. APPLICATION REQUIREMENTS

ALL SIGNS

- Sign Permit Application
- Vicinity map or site plan indicating project site location in relation to surrounding area, location(s) of all existing principal and accessory structures and impervious surfaces, location(s) of all existing and proposed signs and location(s) of all existing and proposed sign lighting
(NOTE 1: Existing and proposed sign locations should be visually different, such as by identifying existing signs in gray and proposed signs in black)
(NOTE 2: Numerical labels of existing and proposed signs, if used, should be consistent with Section IV above)
- Architectural plans, sections, renderings and/or elevations of all proposed signs.
(NOTE 1: All plans, sections and/or elevations should be printed in color scale)
- Project Narrative
(NOTE 1: Project Narrative should be addressed to the Town Planner and Zoning Official and must overview the scope of work, including the type of lighting and structural support(s) proposed, and identify how the proposal is consistent with each standard of Development Plan Review as set forth in §260-45(F) of the Zoning Ordinance [available digitally [here!](#)])

ALL NON-REPLACEMENT SIGNS

- Vicinity map or site plan indicating property owner's name and address, applicant's name and address, preparer's name and address, project site's E-911 Street Address and Assessor's Map and Lot, project name, if any, and location(s) of all existing and proposed landscaping, if any



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SIGNAGE AND/OR OTHER ADVERTISING FEATURES

Discuss the size, location, design and lighting of all exterior signage proposed. Will the signage detract from the layout of the site and/or the design of buildings and structures in the vicinity? Will the signage interfere with vehicular or pedestrian traffic?

EXTERIOR LIGHTING

Discuss the exterior lighting proposed. Will it be designed to encourage energy efficiency? Will it ensure safe movement of pedestrians and vehicle operators and/or minimize adverse impact(s) on neighboring properties and public rights-of-way? If no exterior lighting is proposed, please state this.

LANDSCAPING

If landscaping is proposed, will it be designed to ameliorate the appearance of off-street parking areas? Will it enhance the appearance of the site and/or minimize negative visual impact of the development on neighboring properties and public rights-of-way? If landscaping is not proposed, please state this.

No other standards of Development Plan Review are applicable to the scope of work permitted through the Sign Ordinance. If any of the following are proposed in addition to signage and associated exterior lighting and/or landscaping, please contact the Zoning Office:

- Buildings and/or structures
- New layout of access points for vehicle operators
- New layout and/or design of vehicular and/or pedestrian circulation
- Surface water drainage provisions
- Provisions for utilities, other than those utilities necessary for the illumination of signage
- Special features including, but not limited to, exposed storage areas, exposed machinery installations, service areas, truck loading areas, utility buildings and structures, and similar accessory uses and structures
- Negative environmental factors including, but not limited to, water pollution, damage to shoreline vegetation, or inhibition of public access to waters

END OF APPLICATION



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THIS PAGE FOR ADMINISTRATIVE PURPOSES ONLY

COMPLETENESS CERTIFICATION

TOWN PLANNER'S COMMENTS

ZONING OFFICIAL'S COMMENTS

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Signature (Town Planner)

Date

Signature (Zoning Official)

Date

APPROVAL

Signature (Town Planner)

Date

Signature (Zoning Official)

Date