

# **TOWN OF CHESHIRE**

PLANNING & DEVELOPMENT DEPT.

84 South Main Street

Cheshire, Connecticut 06410

203-271-6670 • Fax 203-271-6688



## **PROCEDURE TO OBTAIN SIGN PERMIT**

- 1. OBTAIN SIGN PERMIT APPLICATION FROM THE PLANNING DEPARTMENT. APPLICANT MAY REQUEST SIGN REGULATION INFORMATION FOR THEIR SPECIFIC PROPERTY ADDRESS.**
- 2. RETURN COMPLETED ZONING PERMIT APPLICATION WITH REQUIRED BASIC SKETCH OF SIGN DIMENSION, DESIGN AND LOCATION TO THE PLANNING DEPARTMENT.**
- 3. ZONING PERMIT APPLICATION WILL BE REVIEWED BY PLANNING DEPARTMENT STAFF TO VERIFY ZONING REGULATION COMPLIANCE. ZONING PERMIT APPLICATION IS THEN FORWARDED TO THE TOWN BEAUTIFICATION COMMITTEE (TBC) FOR THEIR ADVISORY OPINION.**
- 4. APPLICANT MUST MEET WITH PLANNING DEPARTMENT STAFF AND THE TOWN BEAUTIFICATION COMMITTEE. APPLICANT WILL BE NOTIFIED OF THE NEXT AVAILABLE MEETING DATE WITH PLANNING DEPARTMENT STAFF AND THE TOWN BEAUTIFICATION COMMITTEE. (THE TBC MEETS THE FIRST WEDNESDAY OF THE MONTH AND THE SIGN SUBCOMMITTEE OF THE TBC MEETS THE THIRD WEDNESDAY OF THE MONTH.) APPLICATIONS ARE DUE IN THE PLANNING OFFICE ON THE WEDNESDAY PRIOR TO THE SCHEDULED MEETING DATE.**
- 5. AT THE MEETING, PLANNING DEPARTMENT STAFF WILL NOTIFY THE APPLICANT WHETHER THE PROPOSED SIGNAGE COMPLIES WITH THE TOWN OF CHESHIRE ZONING REGULATIONS, INCLUDING SIGHTLINE COMPLIANCE (SEE REVERSE). ADDITIONALLY, THE COMMITTEE WILL STATE THEIR ADVISORY OPINION OF THE PROPOSED SIGNAGE.**
- 6. WHEN PROPOSED SIGNAGE HAS BEEN DETERMINED BY PLANNING DEPARTMENT STAFF TO COMPLY WITH THE TOWN OF CHESHIRE ZONING REGULATIONS, THE ZONING PERMIT APPLICATION WILL BE FORWARDED TO THE BUILDING DEPARTMENT.**
- 7. APPLICANT WILL RECEIVE PHONE CALL FROM THE BUILDING DEPARTMENT WHEN THE PERMIT IS SIGNED AND READY FOR PICK UP.**
- 8. FEE WILL BE PAID TO THE BUILDING DEPARTMENT WHEN APPLICANT PICKS UP PERMIT.**

## **SIGN LOCATION**

During the required sign permit process, care must be taken in the placement of the sign. The following regulations are specific to the location of signs:

### **SETBACKS: Section 34, Paragraph 4, Subsection 3**

All signs must be set back no less than ten (10) feet from the street line or property line. If the configuration of the road subsequently changes, the sign shall be moved to conform with these setback requirements. This distance may be increased if the Cheshire Traffic Authority determines that a sign's placement presents a sight line or traffic safety problem.

### **OBSTRUCTIONS: Section 34, Paragraph 4, Subsection 4**

No sign shall be located or maintained so as to be a hazard to traffic or pedestrians, to obstruct any door, window, ventilation system, or fire escape exit or to cause any other hazard to public health and safety.

### **FENCES, WALLS AND HEDGES: Section 32, Paragraph 6**

Nothing shall be erected, placed, planted, sloped, bermed or allowed to grow in such a manner as to materially impede pedestrian, bicycle or vehicle traffic visibility. Visibility shall be determined with reference to the State of Connecticut Department of Transportation Guidelines for Highway Design. (See Table 32.5.A, Intersection Sight Distance Criteria, and Figure 32.5.B Intersection Sight Distance "ISD"). Unless existing conditions create a hardship, the desirable ISD shall be used, and in no case shall the ISD be less than the minimum in the table. Fences shall not be over eight (8) feet in height anywhere on the property.

**If you have questions regarding these regulations you may contact the Planning and Zoning office at 271-6670 for further clarification. Additionally, if you are unclear in the determination of the sight line at your location relative to the zoning regulations, you may contact Traffic Officer Dave Kehoss at 271-5541 and request a sightline inspection.**

# APPLICATION FOR SIGN PERMIT REVIEW

DATE \_\_\_\_\_

ZONE \_\_\_\_\_  
(For office use only)

NAME OF BUSINESS \_\_\_\_\_

LOCATION OF BUSINESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS OF CONTACT PERSON \_\_\_\_\_

PHONE NO. FOR CONTACT PERSON \_\_\_\_\_

TYPE OF SIGN – Freestanding, Wall Sign\*, Etc. \_\_\_\_\_  
*\*For Wall Signs, see Wall Sign Application.*

COLOR (S) TO BE USED \_\_\_\_\_

SIGN CONSTRUCTED OF: \_\_\_\_\_

WILL THE SIGN BE ILLUMINATED? \_\_\_\_\_

IF SO, HOW? (Internal, Ground, Etc.) \_\_\_\_\_

DIMENSIONS OF SIGN \_\_\_\_\_

Height \_\_\_\_\_ X width \_\_\_\_\_ = \_\_\_\_\_  
(Feet) (Feet) (Square Feet)

LOCATION OF SIGN \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

SIGNATURE OF PROPERTY OWNER \_\_\_\_\_

TBC COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

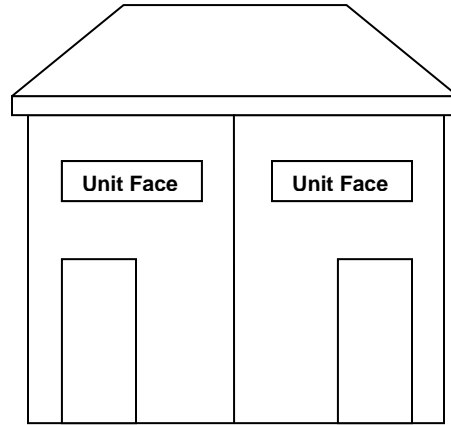
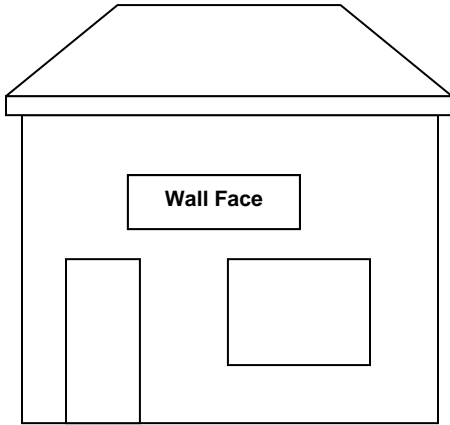
# WALL SIGN WORKSHEET

Current Town of Cheshire zoning regulations require that wall signs do not exceed 5% of the wall or unit face to which they are attached. In order to determine the percentage of the wall sign, the following calculations must be completed.

## Calculate Wall Size

Buildings with single tenant use: calculate wall face where the wall sign is to be attached.

Buildings with multi-tenant use: calculate unit face where the wall sign is to be attached.



Height x Width (in feet) = \_\_\_\_\_ square feet

## Calculate 5% Of Wall Size

Wall size x .05 (in feet) = \_\_\_\_\_ square feet

## Calculate Wall Sign Size

Height x Width (in feet) = \_\_\_\_\_ square feet

Wall sign size must not exceed 5 % of the wall or unit size.

**ZONING PERMIT - SIGNAGE  
PLANNING AND ZONING COMMISSION**

NO. \_\_\_\_\_

DATE: \_\_\_\_\_

PERMISSION TO: (BUILD) (MAKE ALTERATIONS TO)

A \_\_\_\_\_ COMMERCIAL OR INDUSTRIAL, OR OTHER \_\_\_\_\_

DESCRIPTION OF PREMISES: ZONE \_\_\_\_\_

VALUE OF SIGN: \$ \_\_\_\_\_

PROPOSED SIGNS MEET APPLICABLE SIZE, HEIGHT AND SETBACK  
REQUIREMENTS OF THE CHESHIRE ZONING REGULATIONS

YES ( ) NO ( )

\_\_\_\_\_  
Initials of Applicant

APPLICANT: I hereby certify that the  
information contained herein is  
accurate.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name of Applicant (Print)

GRANTED:

\_\_\_\_\_  
Address

\_\_\_\_\_  
Zoning Enforcement Officer

\_\_\_\_\_  
Telephone No.

\*\*\*\*\*  
THIS APPROVAL IS SUBJECT TO COMPLIANCE (PRIOR TO INSTALLATION) WITH THE  
PROVISIONS OF THE ZONING REGULATIONS, OF THE TOWN OF CHESHIRE AND AS  
AUTHORIZED UNDER 8-3f OF THE CONNECTICUT GENERAL STATUTES, AS AMENDED.

A \$50.00 fee has been paid by the applicant.

SITE ADDRESS: \_\_\_\_\_

OWNER OF LAND: \_\_\_\_\_

INTERIOR OR CORNER LOT: \_\_\_\_\_ ZONE: \_\_\_\_\_

DESIGN, DIMENSIONS AND SITE LOCATIONS OF ALL SIGNS

INFORMATION SUPPLIED BY:

\_\_\_\_\_  
NAME (Print)