



APPLICATION FOR SIGN PERMITS

COMPLETE ALL STEPS

1. Draw Site Plan - Lot and Dimensions of Lot or use GIS Map.
2. Indicate location of buildings on site plan (be sure to include the dimensions of the building and setbacks/distance from property lines).
3. Indicate location of all existing signs.
4. Number each sign.
5. Sketch each existing sign or take a photograph and print it.
6. Dimensions of each existing sign - indicate on sketch-
 1. Length, width, and height
 11. Construction (wood, steel, other)
 111. Lighting, lettering, coloring, etc.
7. Indicate by corresponding number on site plan.
8. Sketch proposed additional sign(s) and locate proposed sign(s) on site plan.

SAMPLE SITE PLAN ATTACHED SAMPLE

SIGN SKETCH ATTACHED

SAMPLE

Sign #1

ON THE FACE OF BUILDING

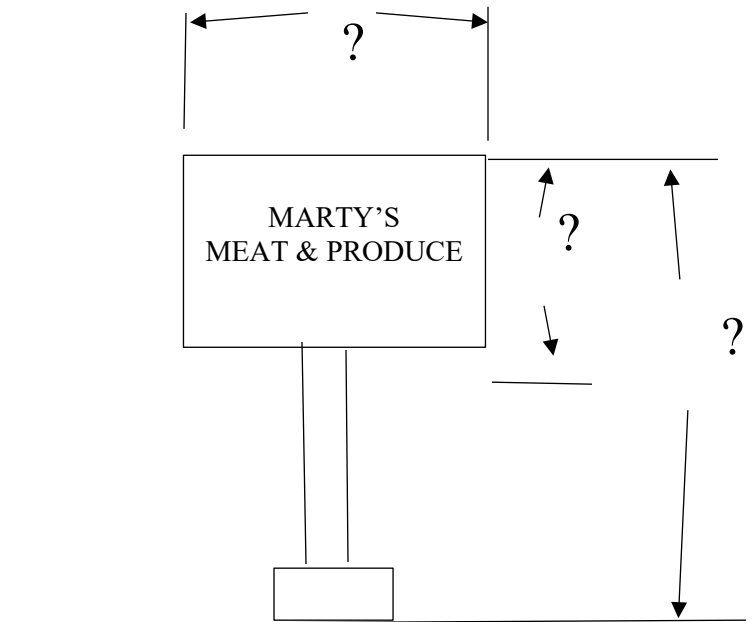
- WHITE painted wood background
- BLACK plastic letters
- Lighting INTERNAL/EXTERNAL



Sign #2

FREE STANDING SIGN

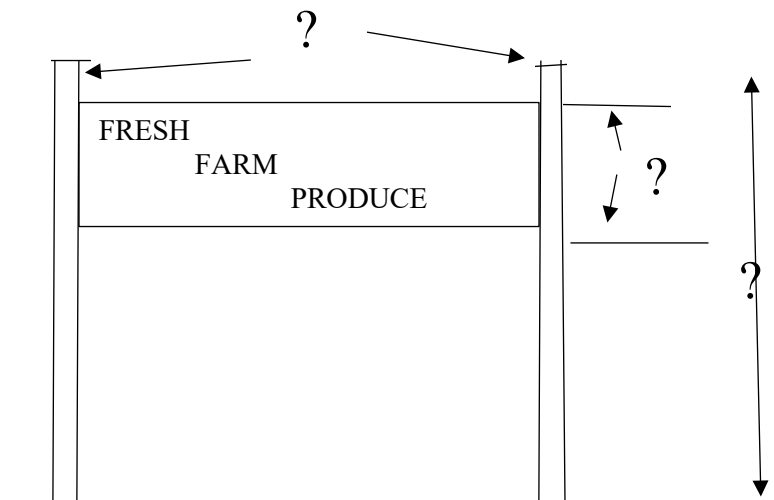
- Single steel pole – Steel frame
- Panel -WHITE plastic face (both sides)
- BLACK Painted letters
- Exterior illuminated



Sign #3

FREE STANDING SIGN

- DOUBLE poles – wood panel
- Panel painted BLACK
- WHITE painted letter ** lighting
- SINGLE side only
- NO lighting



Town of East Lyme

108 Pennsylvania Ave
Niantic CT 06357
Ph. (860) 691-4114

Date Received: _____

SIGN APPLICATION Part I

Zone: _____ Assessor's Map/Lot/Unit# _____

Affected Property Address: _____

Type of Project (Description of Work): _____

Property Owner's Name: _____ Phone# _____

Property Owner's Address: _____

Applicant's Name: _____ Phone# _____

Applicant's Address: _____

Applicant's Email: _____

Applicant's Signature: _____

**INSUFFICIENT INFORMATION WILL CAUSE THIS PERMIT TO BE CONSIDERED
INCOMPLETE AND WILL BE REJECTED.**

PLEASE ATTACH

- | | | |
|---|-----|----|
| 1. Drawing and dimensions of all existing and proposed signs | YES | NO |
| 2. List of all signs individually including type and square footage | YES | NO |

Master Signage Plan, Application Fee \$50.00 \$ _____

Common Signage Plan, Application Fee \$50.00 \$ _____

Sign Permit, Initial, Including Inspection, per zone \$20.00 \$ _____

State Education Fee \$60.00 \$ 60.00

Total \$ _____

Check # _____

APPROVED

DENIED

Comments/Conditions _____

Zoning Enforcement Officer Signature

Date

SIGN APPLICATION Part II

List All Existing Signs:

1. TYPE: Free Standing _____ Square Footage of Sign: _____
Wall Mounted _____
Suspended _____ External Dimensions: _____
Other _____
LIGHTING: External _____ Please provide details
Internal _____ Please provide details

Sign & Color Message: _____

2. TYPE: Free Standing _____ Square Footage of Sign: _____
Wall Mounted _____
Suspended _____ External Dimensions: _____
Other _____
LIGHTING: External _____ Please provide details
Internal _____ Please provide details

Sign & Color Message: _____

List All Proposed Signs:

1. TYPE: Free Standing _____ Square Footage of Sign: _____
Wall Mounted _____
Suspended _____ External Dimensions: _____
Other _____
LIGHTING: External _____ Please provide details
Internal _____ Please provide details

Sign & Color Message: _____

2. TYPE: Free Standing _____ Square Footage of Sign: _____
Wall Mounted _____
Suspended _____ External Dimensions: _____
Other _____
LIGHTING: External _____ Please provide details
Internal _____ Please provide details

Sign & Color Message: _____

Total Square Footage of all On-Site Signs: _____

