Town of Charlestown
Sign Permit Application

Date: _____

Owner of Sign: _____

Property Owner: _____

Address: _____

Assessors Plat: _____ **Lot:** _____ **Zone:** _____

Historic District: Yes / No (Requires Town Planner Approval) _____
Town Planner Signature

Application to: ( ) Construct ( ) Repair ( ) Replace ( ) Relocate

Type of Sign: ( ) Wall mounted ( ) Free standing ( ) Kiosk ( ) Off-Site Directional

( ) Temporary ( ) Other _____
(Specify)

Illumination: ( ) Non-illuminated ( ) Indirect (Direct or internally illuminated not allowed for new signs)

Number of Signs: _____

The undersigned hereby affirms that the above stated information and supporting documentation submitted is correct. The sign and subsequent use will conform to all requirements of the ordinance of the Town of Charlestown and the laws of the State of Rhode Island. Changes to the permitted sign or use will not be made without the prior knowledge and consent of the Building Official. The undersigned further stipulates to notify the Building Official when the sign is ready for inspection.

Signature of Owner or Agent _____

Address _____

Telephone Number _____

Office Use Only

Permit Fee _____ Permit Number _____ Building Official _____

Date of Inspection _____ Approval _____

Sign Application Instructions

1. Fill in owner and property information on sign application form

2. If in the Historic Overlay District, any new sign will require approval from the Town Planner prior to the issuance of a Sign Permit.

3. Check off appropriate sign information blocks on application form.

4. Read terms and conditions and sign the application form.

5. Supply required documentation as illustrated below

Documentation required for Sign Permit

1. **Site Plan** illustrating the location of the sign in relation to the building and all property lines and streets. (see sample site plan)

2. **Detailed drawing** of the proposed signs illustrating the following:

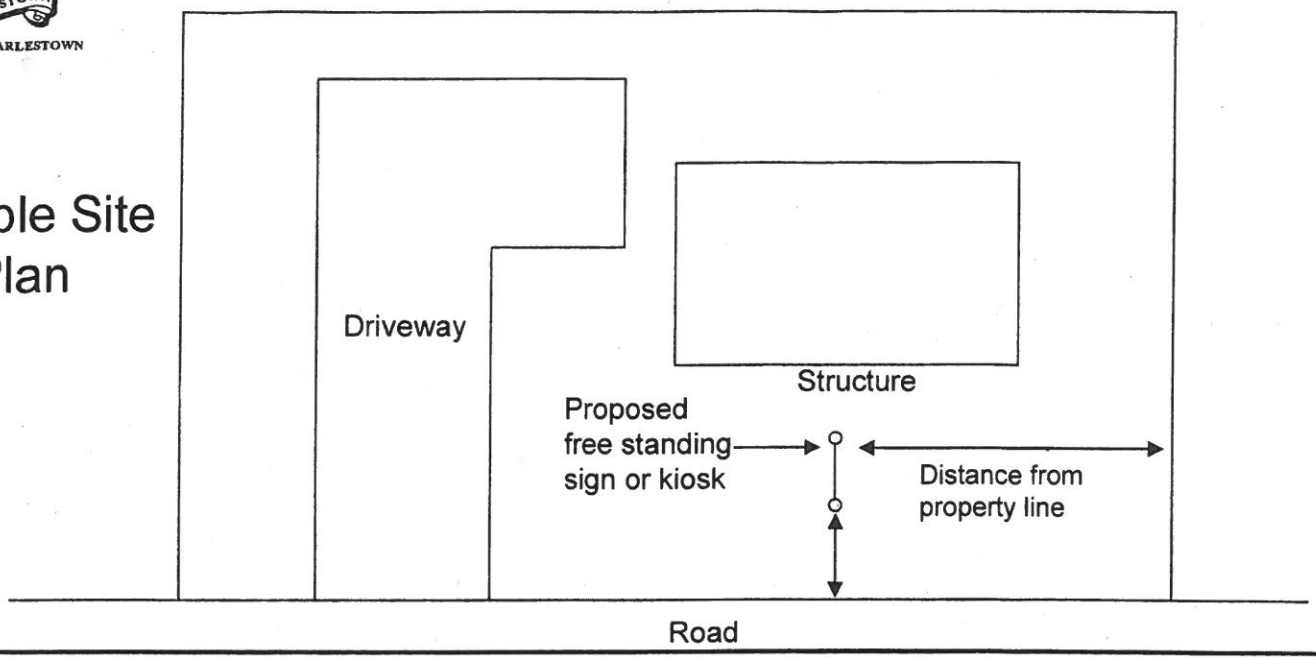
    - Size of Sign - area, height, width & thickness (see sample drawings)
    - Material from which it is to be constructed
    - Construction detail such as support structures, proposed lettering, pictorial material, positioning of lighting and any other extraneous devices.

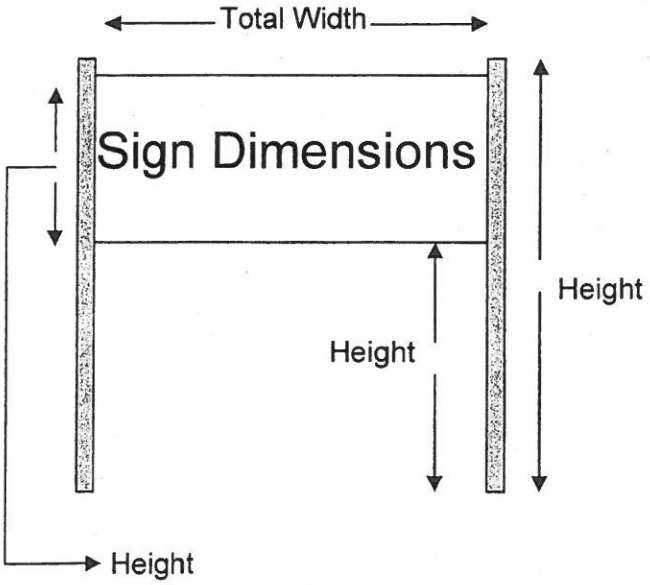
3. **Historic Overlay District** (In addition to the above requirements)

    - Colors of proposed signage (colored photographs are helpful)
    - Architectural compatibility with building
    - Signs shall be wood and painted material only
    - The method of installation must be concealed
    - Flat signs shall be framed with raised edges
    - Town Planner Approval

TOWN OF CHARLESTOWN

Sample Site Plan



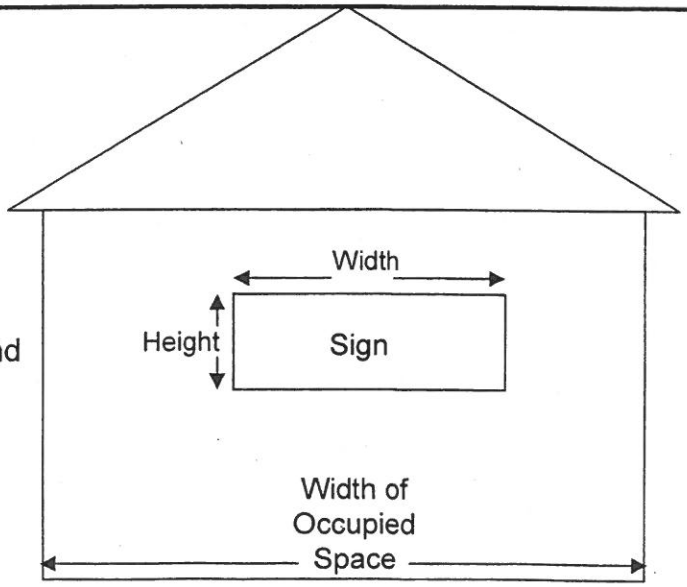


Sample Free Standing Sign or Kiosk

Additionally please provide:

- Post dimensions and materials,
- Thickness and material of sign board, and
- Proposed lighting

Sample Wall Mounted Sign

Additionally please provide:

- Thickness and material of sign board, and
- Proposed lighting