

## 5.0 SIGNS

### 5.7 Sign Permit Procedures and Enforcement.

5.7.1 Applications for Sign Permits shall be made upon a form provided by the Town for this purpose. Any changes to signs shall require a new permit. Applications for sign permits involving non-residential sites **for new development** shall be made concurrently with site plan applications to the Planning Board. The application shall include the following information:

- 5.7.1.1 Name, address, phone, and if available, fax and e-mail, of the owner, or authorized agent of the owner, of the parcel upon which the sign is proposed to be placed.
- 5.7.1.2 Location of the building, structure, and parcel on which the sign is or will be attached or erected.
- 5.7.1.3 Position of the sign in relation to nearby buildings, structures, property lines, existing or proposed rights-of-way, ordinary high-water marks of waterways, and the setback of applicable zoning ordinances.
- 5.7.1.4 The method of illumination, if any.
- 5.7.1.5 The size **in square footage**, and height **and width** of the sign, **including a measurement from the ground to the bottom of the sign face**.
- 5.7.1.6 Two copies of the plans and specifications. The method of construction lettering or graphics, and the type's colors to be used in construction, and/or attachment to a building or in the ground shall be explained in the plans and specifications.
- 5.7.1.7 The proposed dates of display of the sign, in accordance with 5.6.1.1, as applicable.
- 5.7.1.8 The zoning district (including Shoreland zoning) in which the sign is to be placed.
- 5.7.1.9 A statement that: "Any change in the information in this Application, such as change of address, shall be submitted to the Agent within seven (7) days after the change."
- 5.7.1.10 Such other information as the Code Enforcement Office may require to ensure compliance with this Sign Ordinance, and any other applicable laws.

5.7.2 Permit Fees: Permit Fees for Signs shall be established by the Select Board, and the Select Board shall update said schedule from time to time as the Select Board deems appropriate. The Permit Fees should relate to the cost of issuing the permit and may vary based on the size, type, and height of the Sign.

5.7.3 All costs to include collection, fines, penalties, disposal of unlawful signs, including attorney's fees, costs and expenses related to the removal of an unlawful sign shall be borne by the violator. The Selectmen shall from time to time set the fines and penalties related to unlawful signs.

Signs zoning amendment language for warrant approved on 12/10/25 by Planning Board

- 5.7.4 The Selectmen delegate the authority to enforce Article 5-Signs and Town Policy No. 25-Signs Fine Schedule to the Code Enforcement Officer. Furthermore, the Selectmen authorize the Code Enforcement Officer to remove, collect, and dispose of all unlawful signs within the public rights of way at the expense of the sign owner as outlined in section 5.7.3. The Code Enforcement Officer shall attempt to contact the owners of confiscated signs, determine redemption fees/fines in accordance with Town Policy No. 25-Signs Fine Schedule, and shall retain said signs for up to fourteen (14) days, after which time they will be disposed of at the Town Transfer Station.
- 5.7.5 The Code Enforcement Officer shall have the authority to issue fines as outlined in Town Policy No. 25-Signs Fine Schedule.