



# Town of Hampstead

## Office of the Zoning Administrator

### Sign Application



**Instructions:**

Please complete this form to request a sign certificate for a new or replacement sign, or change in a nonconforming sign. **This application must be accompanied by color plans drawn to scale** showing the dimensions of the sign, materials used, along with the location of the sign on the property.

**Please refer to Hampstead Town Code Sections §135-210 - §135-218 for guidelines and regulations on signs**

**Property Address or General Location** \_\_\_\_\_

Property Tax Parcel Number \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Lot Dimensions \_\_\_\_\_ Lot Area \_\_\_\_\_

Present Zoning \_\_\_\_\_

**Property Owner(s) Name(s)** \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Applicant (if other than owner)** \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Contractor** \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

**Sign Permit Number** \_\_\_\_\_

This application is for a Permanent Sign Temporary Sign

Please describe in detail the new sign, replacement sign or change in nonconforming sign:

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*Please use additional pages if necessary*

- 1. Does the new signage conform to the zoning regulations? YES NO  
If the answer to Question 1 is "Yes," you may skip to question 4.
- 2. If the sign does not conform to the zoning regulations, has the Board of Zoning Appeals approved the sign? (If yes, please attach the BZA approval letter.) YES NO
- 3. If the sign does not conform with the zoning regulations, is the replacement sign no larger in size or height than the existing sign? YES NO
- 4. Is the proposed signage based on an approved site plan? (If yes, please provide a copy of the signature page of the site plan.) YES NO
- 5. If this is a sign in the Main Street Revitalization Area, has the Planning & Zoning Commission approved the proposed sign? (If yes, please provide a copy of the approval letter.) YES NO

Please remember to attach all scale drawing, renderings, additional pages and information as requested by the Zoning Administrator to this application. If the application for the Sign Certificate is approved, the applicant will receive a signed Sign Certificate. If the application is denied, the applicant will be informed in writing of the reasons for the denial and advised of the right to appeal. If you have any questions about this application, please contact the Zoning Administrator at 410-239-7408.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE REMEMBER TO ATTACH COLOR PLANS DRAWN TO SCALE!**