



Town of North Kingstown

Historic District Commission Application for Signage

Signage Application

Application Date: _____

APPLICATION

Submit 10 Copies of this application package. At least two of the copies must be full color. All copies must include all supporting materials. Applications must be received and considered complete by the North Kingstown Planning Department no later than 6 days prior to the meeting (4:30 P.M.).

All Applications Must Include

- A labeled photograph of proposed sign location(s) on building. If freestanding, include site plan showing location of sign on property.
- A detailed description of materials, colors, and dimensions.
- Sign graphic, drawn to scale, showing size specifications, including size of letters and graphics.
- A description and scaled drawing of material and color of brackets and posts to secure sign. Provide a photograph if possible.
- Lighting information and specifications.

PROPERTY INFORMATION

Assessor's Plat _____ Lot(s) _____

Street Address _____

Zoning District _____

Is there a structure on the premises: ____ yes ____ no

If yes, indicate size: _____

Existing use of premises _____

Proposed use of premises _____

PROPOSAL

Summary of Proposal - Describe the signage proposal. Be specific! *Continue to Page 2 to complete required checklists.*



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Attach Additional Copies of This Page for Each Additional Sign

SIGNAGE INFORMATION

Type of Sign <input type="checkbox"/> Flat Mounted <input type="checkbox"/> Projecting/Hanging <input type="checkbox"/> Freestanding	Dimensions Height _____ Width _____ Total Square Footage _____
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- Within the Wickford Village Business District, signs shall be wall-mounted, projecting, or painted permanent glass. Freestanding or ground-mounted signs require a Special Use Permit by the Zoning Board.
 - Except for painted permanent glass signs, signs shall be constructed of wood.
 - One wood sign or up to two permanent painted glass window signs shall be allowed per business. Additional signs may be permitted to face waterways, parking lots, and other streets (See Section 21-249(a)(1)b).
 - Under no circumstances shall signs be larger than 15 square feet or 5% of the area of the first floor frontage of the building occupied (10% in multiple business buildings), whichever is smaller. Multiple business buildings are also allowed 8 square feet of signage for a directory sign.
 - Lighting shall be indirect only.
- Refer to Article X of the North Kingstown Zoning Ordinance for complete regulations.

Installation Method - Provide a description of how the sign will be installed onto the ground or attached to the building (include specifications and details such as location, ground clearance, or projection as applicable to the sign type).

Installation Materials - Describe materials used to install sign, such as brackets or posts (include materials, color, and a photograph/specifications).

CONTACT INFORMATION

Applicant

Please Check: Owner Renter Prospective Purchaser

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

How long have you owned/rented on premises? _____

Owner

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Authorized Representative

Please Check: Contractor License #/State _____

Architect/Designer License #/State _____

Other Explain _____

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

**Provide information and signatures for ALL authorized representatives responsible for the design and construction of signage. Use additional sheets and attachments as necessary.*

CERTIFICATION

Each type of application requires certain submission requirements. Refer to the Application Checklist and North Kingstown Historic District Commission Rules and Regulations for submission requirements for the type of application for which you are seeking approval. All required submission items must be received and determined acceptable and complete by the Historic District Commission in order for the application to be considered. Failure to comply with all submission requirements shall constitute procedural invalidity of the application. The undersigned hereby attests to reading the Rules and Regulations. If you have any questions or are in need of assistance contact the North Kingstown Department of Planning and Development.

The undersigned hereby applies to the Historic District Commission for a Certificate of Appropriateness for the above described work, at the property address herein set forth. The undersigned hereby certifies that the information submitted on this application and that any plans submitted in support of this application, are correct and represent the work proposed specifically in this application. The undersigned agrees to allow the Commission or its representative to make mutually agreeable periodic site visits as it deems necessary.

Applicant's Signature _____ Date _____

Owner's Signature _____ Date _____

Representative's Signature _____ Date _____

FOR OFFICE USE ONLY

Application Received _____

Schedule HDC Hearing Date(s) _____

HDC Approval Date _____

Additional Information Required

Planning Department Staff Notes

Conditions and/or Comments

