



TOWN OF NEWINGTON

200 Garfield Street Newington, Connecticut 06111

Town Planner

Paul Dickson
Town Planner

APPLICATION FOR TEMPORARY SIGN PERMIT through ZONING

Application for: **NEW - Temporary Sign** **RENEWAL - Temporary Sign**

Address of Subject Property (provide business name, if applicable)

Applicant Name _____

Address _____ Phone _____

Email _____ Applicant Signature _____ Date _____

Owner Name (if different than Applicant) _____

Address _____ Phone _____

Email _____ Owner Signature _____

Description of Sign

Proposed time frame (number of days) that Sign will be displayed _____
(total of 50 calendar days allowed per year for any and all temporary banner postings combined for any property location)

Number of Signs (**\$15 per sign**) to be posted _____ Length & Width of Signs _____

Total area (sq.ft) of signs to be posted _____

Type of Sign A-Frame Banner Real Estate Other

If signage will be on a building, provide photo of sign as well as area of building where signage will be placed.
Provide photos with this request or email photos to Erik Hinckley at ehinckley@newingtonct.gov.

TO BE COMPLETED BY STAFF:

Zoning Fee (\$15 per sign) Total Paid _____ Check # _____ Cash _____

Received by _____ Date _____

TPZ Approval _____ Date _____

Conditions _____

Dates Approved _____

Permit # _____

Application Requirements

1. Complete the Application for Temporary Sign Permit and pay **\$15.00 fee for each sign.**
2. Only “A” Frame or “tent” style ground signs are allowable. Other signs are allowed per Section 6.2.2I (see attached).
3. The applicant must provide all applicable information on the application form including; name, address, sign, location, sign height, width and area and owner authorization.
4. Authorization from the owner must be provided via signature on the application form or separately via email or fax.
5. Permits may be approved for up to 3 months. Renewals **MUST** be requested by the applicant prior to expiration of the initial permit. Temporary banners are excluded from this extended approval and renewal process as they are allowed for only a total of 50 days for all combined temporary banner postings for each calendar year.
6. A photo/drawing/rendering of the proposed sign is **required** as well as a photo of the location on the building where the signage will be posted.
7. If the proposed sign location is within a Town sidewalk, prior approval from the Town Manager, as well as proof of liability insurance which specifically names the Town of Newington **are required.**

ZONING REGULATIONS
SECTION 6.2.2: TEMPORARY SIGNS

[approved September 13, 2017; effective September 15, 2017]

(new) 6.2.2. Temporary Signs

The intent of this regulation is to promote public safety, protect property values, create an attractive business climate, enhance the physical appearance of the community, and protect the quality of life from the impact of excessive temporary signage. TPZ-approval of temporary signs must be obtained in accordance with this Section prior to installation.

- A. Permits for temporary ground signs in any commercial zone and in any building may be approved by the Town Plan and Zoning Commission for a three month period, and may be renewed for one or more additional three month period. Permits for other temporary signage in any commercial zone may be approved by the Town Plan and Zoning Commission in accordance with Section 6.2.2.I.
- B. Temporary ground signs are not permitted in the front yard setback area of any parcel with frontage on the Berlin Turnpike.
- C. In a multi-tenant building, temporary ground signs may be permitted on the walkway or sidewalk in front of the applicant's leased portion of the building on privately-owned property where the Town Plan and Zoning Commission finds that such signs will not create excessive clutter nor impede pedestrians. Temporary ground signs may be permitted on a Town-owned sidewalk when the applicant has obtained prior approval from the Town Manager and agrees to provide proof of commercial liability insurance that names the Town of Newington as an additional insured. All other provisions of this Section shall apply.
- D. **Temporary ground signs shall be “A-Frame” or “tent” style only. “H” or “I” frame signs and “wind waver” signs are prohibited.**
Temporary ground sign material may be wood, metal or plastic.
- E. Temporary ground signs shall have no more than 12 square feet of message area (e.g. 2' x 3' x two sides) and be no more than four feet in total height.
- F. **Temporary ground signs shall be placed not more than 5 feet from the main entrance to the business, shall be not less than 25' apart, and shall not impede pedestrian traffic.**
- G. **Temporary ground signs shall be displayed during normal business hours only,** and shall not be placed in any street right-of-way except as provided in Section 6.2.2.C. Temporary ground signs in a street right-of-

way except as approved under Section 6.2.2.C are subject to immediate confiscation by the Town.

- H. Temporary ground signs shall not be lighted, flashing, digital or rotating, and may be denied if determined by the Town Plan and Zoning Commission to be a hazard to the public.
- I. “Other temporary signage” includes cold air inflatables and banners attached to the building, not to exceed two in number. Banners shall be no larger than one square foot for each linear foot of building frontage, and may be displayed for not more than fifty days per year in increments of not more than twenty-five days. Not more than one ground mounted cold air inflatable sign, not to exceed 18 feet in height, is permitted. No roof mounted sign or cold air inflatable sign tethered to the roof is permitted. Other temporary signage may be permitted on multi-tenant buildings where not otherwise prohibited by these regulations.
- J. Temporary sign permit applications must be signed by the property owner as well as by the applicant, if different.
- K. One “for sale” or “for rent” sign not larger than 6 square feet is allowed in any residential zone. One “for sale” or “for rent” sign not larger than 9 square feet is allowed in any commercial zone. Such signs must be no closer than 10 feet to any property line, and must be removed within 30 days of sale or being under contract for sale or lease.