Town of Hopkinton
Planning · Building Department
330 Main Street
Hopkinton, NH 03229
Tel. 603-746-4487, Fax: 603-746-2952

TEMPORARY SPECIAL EVENT SIGN PERMIT Application

OFFICE USE:
PERMIT NO._____ TAX MAP/LOT____/____ DATE RECEIVED:___/___/___ INITIALS:_____

APPROVED/DENIED BY:_____ _____ _____
_____ _____ DATE:___/___/_____
CONDITIONS, IF ANY:_____
REASON FOR DENIAL:_____

EVENT DATE(S):_____ TO _____ PERMIT EXPIRES:_____ INSPECTION:_____

Applicant's/Organization's Name (Owner of Sign):
Mailing Address:
City/State/Zip:
Telephone (Days):
Contact Person:

Property Owner's Name:
Mailing Address:
City/State/Zip:
Telephone (Days):
Contact Person:

Location(s) of Proposed Sign:
Length of Time:
Purpose (grand opening, special event):

IN COLUMNS BELOW DESCRIBE EACH SIGN

QTY	SIZE WIDTH X LENGTH	HEIGHT TO TOP OF SIGN	TYPE SIGN	TYPE CONST.	WORDING OF SIGN

****On Town property, signs will not be permitted at the Contoocook Fountain or in the Contoocook Village Triangle****

I certify that the data submitted on or with this application is true and correct, that I am the Owner of the property at this address, or that for the purpose of obtaining this permit, I am authorized by the Owner of the property to file this application. I am aware and agree that the Owner and Applicant are responsible for compliance with all ordinances, special conditions and time limitations imposed.

_____ _____
Signature Date

See reverse side for applicable Ordinance for Special Event Signs.

7.1. SIGN AREA AND HEIGHT COMPUTATIONS

7.1.1. **Computation of Area of Individual Signs.** The area of a sign shall be the surface area of the sign, which shall be considered to include all lettering or elements of a sign, accompanying designs and symbols, together with the background, whether open or closed, on which they are displayed, but not including any supporting framework and bracing which are incidental to the display itself and which are not designed to attract attention. Where a sign consists of letters or symbols affixed to a surface or building, without any distinguishing border, panel or background, the area of the sign shall be considered to be the smallest, rectangle or shape which encompasses all of the letters or symbols. The area of one side of a double faced sign shall be regarded as the total area of the sign provided that such sign faces are either parallel or at an angle of thirty (30) degrees or less to each other, and are part of the same sign structure, and not more than forty-two (42) inches apart at any point.

7.1.2. **Computation of Height of a Free-standing Sign.** The height of a free-standing sign shall be computed as the distance from the ground at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the lower of the following:

(a) The existing grades of the lot before construction, or

(b) The newly established grade of the lot after construction exclusive of any filling, berming, mounding, or excavating solely for the purpose of locating the sign.

(c) No free-standing sign shall exceed six (6) feet in height, unless otherwise specified in this Ordinance. No free-standing sign or any part thereof shall be placed closer than ten (10) feet to any lot line, except for the front lot line, or be placed such that the sign interferes with sight distances from any driveway providing access to the lot from the adjacent street No free-standing sign shall have a horizontal dimension in excess of ten (10) feet.

7.10.1. **Special Event Signs.** Portable signs for business-related or non-business related special events or promotions shall be **allowed for a period not to exceed twenty-one (21) consecutive days and not more frequently than four times in any calendar year, provided each sign shall not exceed eight (8) square feet** in area, and such signs shall conform to the following additional requirements:

(a) The sign shall relate to a Hopkinton business or event or promotion taking place in the Town of Hopkinton;

(b) The sign shall be placed on private property only and not in the public right-of-way, unless the Applicant files with the Building Inspector a certificate of insurance indemnifying the Town of Hopkinton against any form of liability in a minimum amount as specified by the Board of Selectmen. No permit shall be issued prior to the receipt of said certificate and the permit shall be valid only so long as the certificate remains in effect.

(c) The sign shall not impede sight distances at any driveway entrance, exit or street intersection.

(d) No electrical devices shall be used in conjunction with these types of signs.

(e) A maximum of two (2) signs for such business, organization, group or individual, whether for profit or not, shall be allowed on a property.

(f) Signs shall be exempt from the requirements of Subsection 7.5, Non-Residential Lot Signage Plan.