

Procedure when Applying for Projecting Signage Over City Sidewalks

1. Submittal:

- a. Completed standard Sign Application Form. (Sample available.)
- b. Include tax map showing location of building. (Available from Inspection Dept.)
- c. Sketch / Photo / Letter of proposed projecting sign and bracket showing:
 - * Location of sign and bracket on building;
 - * Sketch (cross-section) showing distance from grade to bottom of sign and distance from edge of curb to edge of sign;
 - * Letter addressed to the Planning Board (Chairman Ricci) asking for permission to place a projecting sign / flag over the City sidewalk. Letter should state the address location, and the name of the business.
- d. Cut sheet showing graphics/words and dimensions of sign.

2. Review:

- a. Submit the above documents to the Inspection Department.
- b. The Inspection Department will review the application and supporting documents for conformance with the sign (zoning) ordinance.
- c. If sign(s) are conforming the Inspection Dept. will forward the packet to the Planning Department to be submitted to the Planning Board for review.
- d. The Planning Board will submit their recommendations to the City Council for their approval.
- e. Once approved by the Council the City Attorney's office will draft a legal (license) agreement between the City and the Business owner(s).
- f. After the agreement is signed by both parties, the Building Inspector will issue the sign permit.

Attached is City Council Policy No. 2009-03 – *Projecting Sign Policy*



CITY OF PORTSMOUTH
CITY COUNCIL POLICY No. 2009-03

Projecting Sign Policy

WHEREAS, the City of Portsmouth has an interest in regulating all use of City property at, above and below ground level; and

WHEREAS, it is common for individuals in the City to erect projecting signs over streets and sidewalks of the City; and

WHEREAS, the City Council desires to adopt a policy which both protects the municipal interest in the air-space above its property and provides persons who wish to erect projecting signs in that air-space a process by which municipal approval for those signs may be secured expeditiously;

NOW THEN, the Council of the City of Portsmouth hereby adopts the following projecting sign policy.

1. Requests for the construction of signs over City property shall be submitted in the first instance to the Planning Board;
2. The Planning Board shall then report its recommendation with respect to the sign to the City Council for approval or denial,
3. Upon approval of the City Council a revocable license in the form approved by the City's Legal Department may be issued including, but not limited to, the following terms and conditions:
 - a. All costs related to the construction and/or removal of the sign shall be borne by the applicant.
 - b. The License shall be for an indefinite term.

This policy shall take effect upon the passage of the City Council.

Adopted by the Portsmouth City Council on: May 4, 2009

Kelli L. Barnaby, CMC/CNHMC
City Clerk