

**TOWN OF WINSLOW, MAINE  
CODE ENFORCEMENT OFFICE**  
114 Benton Ave, Winslow, ME 04901  
Tel: 207-872-2776 Fax: 207-872-1999  
dlewis@winslow-me.gov

**Application for Sign Permit**

Up to 8 square feet \$25.00, All others \$200.00 + \$100.00 if electrical.

Please **Complete** Form

Permit Number: \_\_\_\_\_

**Property and Owner Information:** MAP\_\_\_\_ LOT\_\_\_\_ Zoning District: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Tel. No. \_\_\_\_\_

Address: \_\_\_\_\_

Owners' Name: \_\_\_\_\_ Tel. No. \_\_\_\_\_

Address: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Tel. No. \_\_\_\_\_

Business Name: \_\_\_\_\_

Address of Sign/Business: \_\_\_\_\_

**Purpose and Detail of Sign** (*check all that apply*)

1.  Business or  Personal

2.  Ground  Roof  Projecting  Wall  Window  Portable

Size: \_\_\_\_\_ Light-Up (*circle*): Y or N (*Requires Electrical Permit*)

Estimated Cost of Activity: \$ \_\_\_\_\_

Include a Copy of Drawings/ Sketch: (For signs permitted under Sec.14-62 (b) (1-7)  
please sketch on provided page to ensure Setback Requirements are met)

**\*PLEASE READ BEFORE SIGNING\***

**Sec. 14-62 Signs**

- (a) No sign shall be located, erected, moved, reconstructed, extended, enlarged, converted, or structurally altered without a building permit. The sign shall meet all the structural requirements of the Building Code.
- (b) All signs are prohibited in all residential, rural and conservation districts except for the following:

- (1) Signs over show windows or doors of a business establishment announcing without display or elaboration only the name and occupation of the proprietor and not to exceed 20 square feet.
  - (2) Real Estate signs not to exceed 8 square feet in area which advertise the sale, rental, or lease of the premises upon which said signs are temporarily located.
  - (3) Name, occupation and warning signs not to exceed 4 square feet located on the premises.
  - (4) Official signs such as traffic control, parking restrictions, information, and notices.
  - (5) Non lighted temporary signs or banners when authorized by the Code Enforcement Officer for a period of no more than 30 days and not to exceed 8 square feet in area.
  - (6) Bulletin boards for public, charitable or religious institutions not to exceed 8 square feet in area located on the premises.
  - (7) **Business Directional Signs**, as defined and restricted pursuant to Title 23 MRSA, Sections 1906-1912, as amended, provided that any such sign is located at least two hundred (200) feet from any public park or entrance to any public park. (Ord. 4-2004, 07/12/2004)
- (c) Signs are permitted in the Commercial and Industrial Districts subject to the following restrictions:
- (1) A wall sign placed against the exterior walls of building shall not extend more than 6 inches outside of a building's wall surface; shall not exceed 10% of the wall area on which it is mounted; and the total square footage of all wall signs for a premise shall not exceed 500 square feet.
  - (2) A projecting sign fastened to, suspended from, or supported by structures shall not:
    - a. Exceed 100 square feet in area for any one premises,
    - b. Extend more than 6 feet into any required yard,
    - c. Extend more than 3 feet into any public right-of-way,
    - d. Be less than 10 feet from all side lot lines,
    - e. Exceed a height of 20 feet above the mean centerline street grade,
    - f. Be less than 10 feet above the sidewalk nor 15 feet above a driveway or an alley.
  - (3) A ground sign shall not exceed 20 feet in height, above the mean centerline street grade, shall meet all yard requirements for the district in which it is located, shall not exceed 100 square feet on one side nor 200 square feet on all sides for any one premises.
  - (4) A roof sign shall not exceed 10 feet in height above the roof, shall meet all the yard and height requirements for the district in which it is located, and shall not exceed 300 square feet on all sides for any one premises.

- (5) A window sign shall be placed only on the inside of commercial buildings and shall not exceed 25 % of the glass area of the pane upon which the sign is displayed.
- (6) A combination of any of the above signs shall meet all the requirements for the individual sign.
- (7) A portable sign shall not be more than 50 square feet on one side and shall be set back from the right-of-way a distance of at least 10 feet. Only one sign shall be allowed per property and no permit shall be issued for a period of more than 30 days during any one six-month period.
- (8) Changeable message boards: Freestanding signs may include message boards where letters, words, and messages such as “no vacancy” may be removed and replaced, providing that they are permanently mounted within a fixed base. Changeable signs may also be affixed to a building.

Electronic changeable message signs, including time & temperature signs, are signs “which may be changed at reasonable intervals by electronic process or remote control,” and do not “include any flashing, intermittent or moving light or lights.” (23 U.S.C. 131), and in accordance with subsection 11-A of Title 23 Chapter 21 of the Maine Revised Statutes Annotated, are permitted provided that each message remains fixed on the display surface for a minimum of 1.5 seconds. For the purposes of this section, signs whose messages change by mechanical or electronic means are not prohibited as long as the intermittent lighting is used to change messages and not solely to attract attention. A “flashing” sign will continue to be prohibited except as described below. The regulatory factors in the display of an electronic changeable message signs are: Duration of the message display, Message Transition, and Frame Effects. The changes of messages must be accomplished immediately. Messages may be changed only by a complete substitution of the display with transitions such as fade, scroll, sweep, or dissolve to name a few not allowed. Static messages only (text and images) are permitted with a 2 second minimum hold rate between changes with no movement or any illusion of movement. Electronic changeable signs are not permitted in residential zones. No electronic display is permitted to view primarily onto a controlled access highway.

- (d) No sign, except those permitted in sub-section (b) shall be permitted to face a residential district within 100 feet of such district boundary.
- (e) A sign shall not resemble, imitate, or approximate, the shape, size, form, or color of railroad or traffic signs, signals or devices. Signs shall not obstruct or interfere with the effectiveness of railroad or traffic signs, signals or devices. No sign shall be erected, relocated, or maintained so as to prevent free ingress or egress from any door, window, or fire escape. No sign shall be placed so as to obstruct or interfere with traffic visibility.
- (f) A sign lawfully existing at the time of the adoption or amendment of this Chapter may be continued although the use, size, or location does not conform with the provisions of this section. However it shall be deemed a non-conforming structure

**\*BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE SIGN REQUIREMENTS FOUND IN THE TOWN OF WINSLOW ZONING ORDINANCE (CHAPTER 12, SECTION 64) AND THAT THE SETBACK REQUIREMENTS ARE FROM THE PROPERTY LINES, NOT THE ROAD SURFACES.**

**\*OWNERS' SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**

**Administrative Action:**

**Conditions of Approval:**

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**{ } Approved { } Rejected CEO: \_\_\_\_\_ Date: \_\_\_\_\_**

**Comments:**

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