



## Town of North Kingstown

### Wickford Village Design Guidelines Committee

#### Application for Signage

#### SIGNAGE APPLICATION

Application Date: \_\_\_\_\_

**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.

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 \_\_\_\_\_

**SUMMARY OF PROPOSAL:** Describe the signage proposal. Be specific! Continue to Page 2 to complete required checklists.

APPLICATION

PROPERTY INFORMATION

PROPOSAL



## Town of North Kingstown

### Wickford Village Design Guidelines Committee

#### Application for Signage

#### ATTACH ADDITIONAL COPIES OF THIS PAGE FOR EACH ADDITIONAL SIGN

<b>TYPE OF SIGN:</b> <p><input type="checkbox"/> Flat Mounted  <input type="checkbox"/> Projecting/Hanging  <input type="checkbox"/> Freestanding</p>	<b>DIMENSIONS:</b> 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.

#### SIGNAGE INFORMATION

**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 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 Wickford Village Design Guidelines Committee or Planning Director 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 Wickford Village Design Guidelines Committee for design review approval 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 Committee 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 WVDGC Hearing Date(s)  
\_\_\_\_\_  
\_\_\_\_\_

Approval Date \_\_\_\_\_

Additional Information Required?  
\_\_\_\_\_  
\_\_\_\_\_  
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Planning Department Staff Notes:  
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Conditions and/or Comments:  
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