

## **INSTRUCTIONS FOR OBTAINING REQUIRED PERMIT FOR A SIGN**

Persons wanting to erect a sign are to complete the attached Application for a Zoning Permit including plot plan showing location of project with distances to all property lines and main structure. Please also show proposed direction of illumination, height and measurements of sign. Indicate immediate travel ways and parking areas.

A separate Building Permit Application will need to be submitted to the Building Inspector.

Please return completed application to the Land Use Office with the following fees:

Fees: \$35.00 (Town of Prospect)

\$60.00 (State of Connecticut)

If by check, both checks payable to the "Town of Prospect"

Application for a Zoning Permit – Signs

DATE: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**LOCATION OF PROPERTY:** \_\_\_\_\_

ZONE: Residential \_\_\_\_\_ Business \_\_\_\_\_ Industrial \_\_\_\_\_

Is this a Temporary Sign? Yes \_\_\_\_\_ No \_\_\_\_\_

Commercial \_\_\_\_\_ Non Commercial \_\_\_\_\_

\* \* \* \* \*

1. Location of Sign (must be at least 10 feet from any street or property line):  
\_\_\_\_\_

2. Impact of Sign to vehicular line of site, pedestrian traffic, access to door, window, or any emergency exits, etc.) \_\_\_\_\_  
\_\_\_\_\_

3. Illumination: Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Please describe: \_\_\_\_\_  
\_\_\_\_\_

4. Measurements:

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_

**Note:** All dimensions for signs shall be based on measurements to the outside edge of the sign excluding any structure necessary to support the sign.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Agent Signature & Phone #

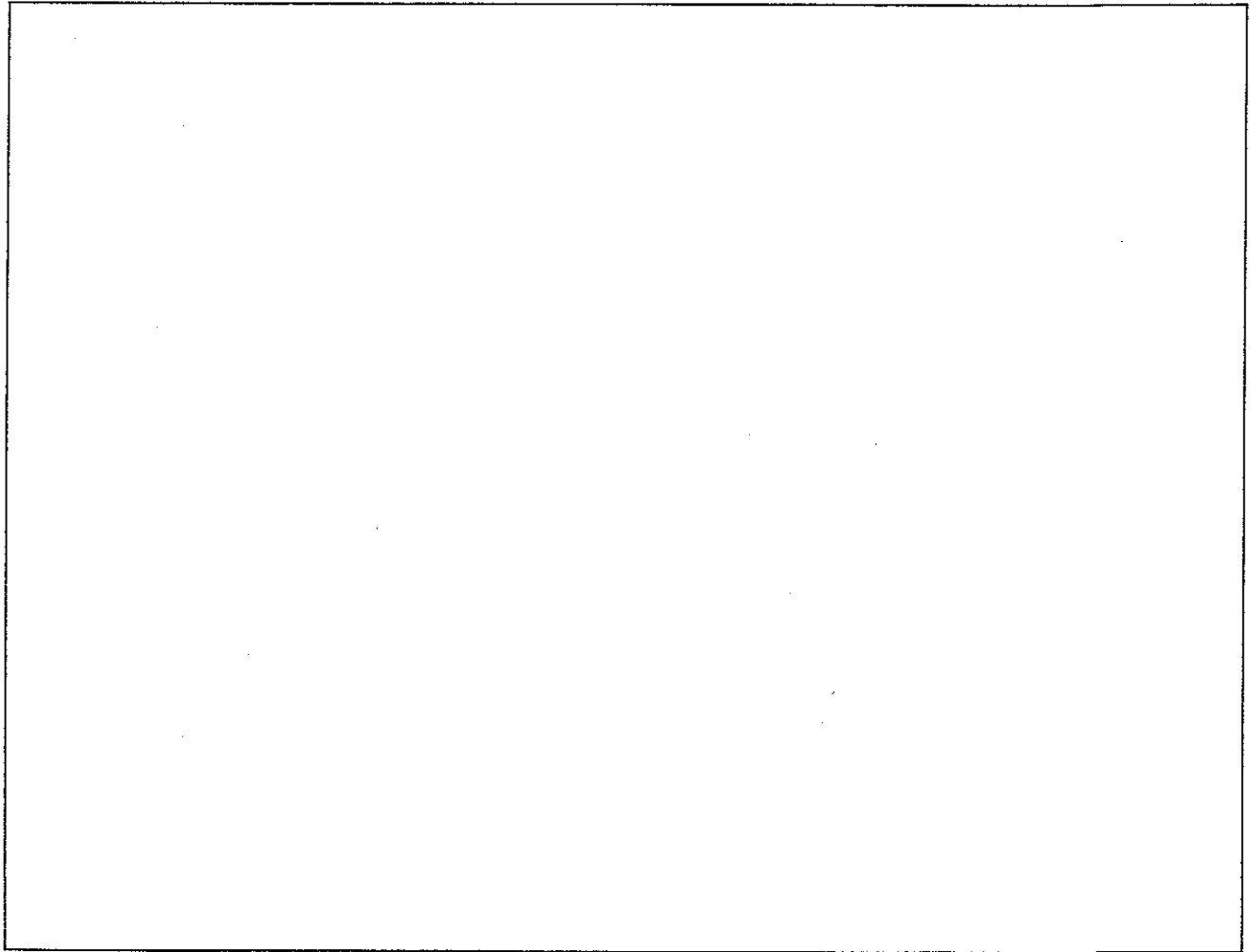
\_\_\_\_\_  
Please print name

**For further information please refer to the Prospect Zoning Regulations, Article 8 Sign Regulations available on line at [townofprospect.org](http://townofprospect.org) or at the Land Use Office.**

## **PLOT PLAN**

Plot Plan must be drawn in the box below or attached to this application.

PLEASE SHOW THE LOCATION OF THE PROPOSED SIGN, GIVING DISTANCES TO PROPERTY LINES AND MAIN STRUCTURE. PLEASE ALSO SHOW PROPOSED DIRECTION OF ILLUMINATION, HEIGHT AND MEASUREMENTS OF SIGN. INDICATE IMMEDIATE TRAVEL WAYS AND PARKING AREAS.



REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **ARTICLE 8 SIGN REGULATIONS**

### **Section 8.1 General Procedure**

No signs or billboards, advertising display or structure poster, or device shall be established, constructed, reconstructed, enlarged, extended, moved or structurally altered except in accordance with these Regulations. It is the intention of these sign regulations to promote the public safety, protect property values, create an attractive business climate and enhance the physical appearance of the community. No sign, except signs exempted from these regulations as identified in Section 8.6 shall be erected or structurally altered unless an application for a Zoning Permit has been approved by the Land Use Inspector, in accordance with Section 13.4, herein. The Land Use Inspector shall act on all sign permit applications within 30 days after receipt exclusive of weekends and holidays. Failure of the Land Use Inspector to approve or deny the application within said period shall constitute approval of the application.

### **Section 8.2 General Requirements**

All signs shall pertain only to goods sold, services rendered and establishments, enterprises, activities, persons, organizations and facilities on the lot where the sign is located.

#### **8.2.1 Location**

No signs shall extend within ten feet of any street line or property line. Any sign attached to a building shall not project above the highest point of the roof of the building or more than four feet above the wall of the building, whichever is higher. No sign allowable for erection as a front exterior wall sign shall project more than one foot from the front wall it is to be attached to, except by Special Zoning Permits requested under Article 12.

#### **8.2.2 Maintenance**

All signs together with their supports, braces, guys, and anchors shall be kept in good repair and in safe condition. The owner of the premises on which a sign is erected shall be directly responsible for keeping such sign and premises around it in a safe, sanitary, neat and clean condition.

Any commercial sign now or hereafter existing which no longer identifies or advertises a bonafide business conducted, product sold, or activity or campaign being conducted shall be taken down and removed by the owner, agent or person having beneficial use of the building, structure, or lot upon which sign is located within 10-14 days of such cessation.

### **8.2.3 Obstructions**

No sign shall be located or maintained so as to be a hazard to traffic or pedestrians, to obstruct any door, window, ventilation system or fire, escape or exits or to cause any other hazard to the public health or safety.

### **8.2.4 Illumination**

Any illuminated sign or lighting device shall employ only lights emitting a light of constant intensity and shall be designed, located, erected and maintained only for the purposes of illuminating the subject sign and/or premises. No flashing, intermittent light reflecting device or moving signs or audio sounds, banners, pennants, flags (other than flags, pennants or insignia of governmental units or non-profit organizations) will be permitted. All lighting of signs shall be internal or indirect with the source (bulb, tube, etc.) of illumination not visible from any street, or from any premises on which the sign is located. No radio or television interference shall be caused by said sign. Notwithstanding the foregoing, signs that display time of day and temperature shall be allowed.

### **8.2.5 Height**

No detached sign, which is defined as a sign which is separated from a building or other similar structure on the premises shall exceed height of fifteen (15) feet, except by Special Zoning Permits requested under Article 12. No Special Zoning Permit shall be granted for any sign that exceeds the height of twenty-five (25) feet. In residential districts, such signs shall not exceed a height of six (6) feet as measured from the natural grade.

### **8.2.6 Measurements**

Any sign may be double facing, and only one face shall be counted in determining conformity with these Regulations. All dimensions for signs shall be based on measurements to the outside edge of the sign excluding any structure necessary to support the sign. The area of signs shall be computed from either the outside dimensions of the frame or as the included area of a geometric figure including the outer space of all lettering, whichever is greater.

### **8.2.7 Non-commercial signs**

Signs which are non-commercial in nature i.e. signs that do not advertise a business, service or product, shall be restricted to maximum allowable size of thirty-two (32) square feet. Posting of said signs shall be permitted two (2) months prior to the activity advertised until one (1) week after completion of the activity advertised. The owner of the property on which the sign is located shall be responsible for removal of the sign within the time period specified in this section.

### **Section 8.3 Signs Allowable In RA-1 And RA-2 Zones**

In addition and subject to all other applicable provisions and limitations contained in these regulations, the following signs shall be allowable RA-1 and RA-2 zones:

- 8.3.1** Sign denoting sale, lease or rental, or other improvements not to exceed five (5) square feet in area
- 8.3.2** Real estate signs shall be regulated pursuant to Section 8.7 herein.
- 8.3.3** Other signs shall be limited to directional signs necessary for public safety or convenience and shall be designed and approved only as an integral part of the site plan.
- 8.3.4** Tag sales signs shall be regulated pursuant to Section 8.6.4 herein.

### **Section 8.4 Signs Allowable In Business (B) Zones And Industrial (IND-1 & IND-2) Zones**

In addition and subject to all other applicable provisions and limitations contained in these Regulations, the following on-premise signs shall be allowable in Business and Industrial zones. On-premise signs shall be allowable along each separate street frontage, but no such sign shall be allowed within required side or rear yards adjoining a residential district, nor within the part of any front yard setback within 35 feet of a residential district.

#### **8.4.1 Ground Signs**

There shall be only one (1) detached sign along any front property line in accordance with Section 8.2.1. Said sign shall be anchored or otherwise permanently affixed to the ground.

**8.4.1.1 Business (B) Zones** One detached sign is permitted per lot and/or commercial complex not to exceed twenty-four (24) square feet in area and one wall sign (per Section 8.4.2) for the front or entrance wall of each occupancy. The area of said attached sign shall not exceed ten percent (10%) of the area of the front or entrance wall of the particular occupancy to which it shall be attached. In the case of covered walks and/or interior spaces, one (1) additional sign per occupancy, not in excess of four (4) square feet, may be used to identify the major entrance to the occupancy provided all such signs are of uniform design and construction.

**8.4.1.2 Industrial (IND-1 & IND-2 Zones)** One (1) detached sign per lot and/or industrial complex not to exceed twenty-four (24) square feet in area and one wall sign (per Section 8.4.2) for the front or entrance wall of each occupancy. The area of said attached sign shall not exceed five percent (5%) of the area of

the front or entrance wall or a maximum wall sign not to exceed twenty-four (24) square feet of the particular occupancy to which it shall be attached.

#### **8.4.2 Wall Signs**

The total sign area on a wall shall not exceed 10 percent of the gross area of said wall. The Commission may, as deemed appropriate in its judgment, allow additional wall signs in the same manner as above on a building wall that faces and adjoins an accessory off-street parking structure or lot.

#### **8.4.3 Canopy Signs**

One sign along any building façade viewable from a public street or way, or from a parking area, shall be allowable for each separate use of the building provided that the sign area is included as part of the total allowable sign area for wall signs and provided it is located under a roof over a walkway. No such sign shall exceed 16 square feet.

#### **8.4.4 Window Signs**

Window signs shall not exceed 35% of the total window display area for each building façade viewable from a public street or way, or from a parking area. Any internal wall sign that is clearly visible from the public right-of-way through any window shall count towards the 35% of the total window display area.

#### **8.4.5 Directional Signs**

No more than two traffic, directional or warning signs with no advertising thereon and not exceeding 4 square feet in area, may be located at each driveway entrance or exit, or anticipated hazard area, providing access to any parking, loading or building area.

#### **8.4.6 Directory Signs**

Where directory type signs are permitted, the spaces for individual listings shall be located beneath the part of the sign, if any, generally describing the building, shopping center, etc. and such spaces shall be uniform as to size, shape, and materials used, and no part of a directory type sign shall exceed 10 feet above ground level except by Special Zoning Permits requested under Article 12. No Special Zoning Permits shall be granted for any sign that exceeds twenty-five (25) feet above ground level.

#### **8.4.7 New Business/New Location**

New businesses, which are defined as businesses that have not previously existed within the Town of Prospect, or businesses which have moved from one location to a new location within the Town of Prospect, are allowed to display one (1) temporary detached sign which refers to the business conducted on the property on which the sign is located. Such sign shall not exceed 16 square feet in area and shall not be displayed for a period exceeding thirty (30) days. The owner of the property shall be responsible for removal of such sign within the time period specified in this section.

#### **8.4.8 Other Signs**

Other signs shall be limited to directional signs necessary for public safety or convenience and shall be designed and approved only as an integral part of the site plan.

### **Section 8.5 Commercial Advertising Signs (Billboards)**

**8.5.1** Indirectly illuminated commercial advertising signs (billboards) shall not be allowed.

### **Section 8.6 Signs Excluded From These Regulations**

Provided they are maintained in a safe, sanitary, neat and clean condition, the following signs shall not be subject to Section 8.1 through Section 8.5 hereof:

TEMPORARY SIGN meaning a sign that is:

1. Intended for a temporary period of posting on public or private property;
2. Temporary signs shall include, but are not limited to, any sign, political signs, display board, handbill, poster, banner, sandwich board, pennant, streamer, whirligig, valance or advertising display constructed of paper, cloth, canvas, light fabric, cardboard, wallboard or other light materials (with or without structural frame).

#### **8.6.1 Purpose and Findings:**

The Town of Prospect Planning & Zoning Commission is enacting this Regulation to establish reasonable regulations for the posting of temporary signs on public and private property. The Commission finds that temporary signs provide an important medium through which individuals may convey a variety of noncommercial and commercial messages. However, left completely unregulated, temporary signs can become a threat to public safety as a traffic hazard and detriment to property values and the Town's overall public welfare as an aesthetic nuisance. By enacting this Regulation the Commission intends to:

- 8.6.1.1** balance the rights of individuals to convey their messages through temporary signs and the right of the public to be protected against the unrestricted proliferation of signs;
- 8.6.1.2** further the objectives of the Town's comprehensive plan;
- 8.6.1.3** protect the public health, safety, and welfare;
- 8.6.1.4** reduce traffic and pedestrian hazards;
- 8.6.1.5** protect property values by minimizing the possible adverse effects and visual blight caused by temporary signs;



**8.6.1.6** promote economic development; and

**8.6.1.7** ensure the fair and consistent enforcement of the temporary sign regulations specified below.

**8.6.2 Definitions**

For the purposes of this Regulation, the following words have the meanings respectively ascribed to them in this Section only, except where the context clearly indicates a different meaning:

**8.6.2.1** BUILDING LOT means any piece or parcel of land or a portion of a subdivision, the boundaries of which have been established by some legal instrument of record that is recognized and intended as a unit for the purposes of transfer of ownership.

**8.6.2.2** COMMERCIAL SIGN means a sign which identifies, advertises, or directs attention to a business, or is intended to induce the purchase of goods, property, or service, including, without limitation, any sign naming a brand of goods or service and real estate signs, as further defined below.

**8.6.2.3** POST means to erect, attach, or affix in any manner, including without limitation nailing, tacking, tying, gluing, pasting, painting, staking, marking or writing.

**8.6.2.4** PUBLIC RIGHT-OF-WAY means the entire area between property boundaries; which is owned by a government, dedicated to public use, or impressed with an easement for public use; which is primarily used for pedestrian or vehicular travel; and which is publicly maintained, in whole or in part, for such use; and includes without limitation the street, gutter, curb, shoulder, sidewalk, sidewalk area, parking or parking strip, planting strip, and any public way.

**8.6.2.5** REAL ESTATE SIGN means a sign indicating the availability for sale, rent, or lease of the specific lot, building, or portion of a building upon which the sign is posted.

**8.6.2.6** CONSTRUCTION sign means a sign identifying the development of land or construction or alteration of buildings. Such signs must be set back at least 10 feet from any street line and may not exceed 32 square feet in area.

**8.6.2.7** SIGN means any writing, pictorial representation, illustration, decoration (including any material used to differentiate sign copy from its background), landscaping form, emblem, symbol, design, trademark, banner, flag, pennant, captive balloon, streamer, spinner, ribbon, sculpture, statute, or any other figure or character that:

(a) Is a structure or any part thereof (including the roof or wall of a building); or

- (b) Is written, printed, projected, painted, constructed, or otherwise placed or displayed upon or designed into landscaping or a structure or a board, plate, canopy, awning, marquee, or vehicle, or upon any material object or device whatsoever; and
- (c) By reason of its form, color, wording, symbol, design, illumination, or motion attracts or is designed to attract attention to the subject thereof or is used as a means of identification, advertisement, or announcement or political or artistic expression or decoration; but
- (d) Landscaping constitutes a sign only to the extent that it is planted, trimmed, graded, arranged or installed in such a manner as to convey an explicit commercial message.

### **8.6.3 Temporary Signs Permitted in All Zones**

Temporary signs shall include, but are not limited to, any sign, political signs, display board, handbill, poster, banner, sandwich board, pennant, streamer, whirligig, valance or advertising display constructed of paper, cloth, canvas, light fabric, cardboard, wallboard or other light materials (with or without structural frame). A temporary sign is intended to be displayed for a limited period of time only.

Temporary signs may be posted on property in all zones, subject to the following requirements and those applicable provisions stated elsewhere in the Regulations.

- 8.6.3.1** The total square footage for temporary signs posted on a building lot in a residential zone, in the aggregate, shall not exceed 16 square feet, with no individual sign exceeding 8 square feet. The total square footage for temporary signs posted on a building lot in all other zones, in the aggregate, shall not exceed 32 square feet, with no individual sign exceeding 8 square feet. The total square footage of a sign is measured to include all of the visible display area of one side of the sign.
- 8.6.3.2** No temporary sign shall obstruct or impair access to a public sidewalk, public or private street or driveway, traffic control sign, bus stop, fire hydrant or any other type of street furniture, or otherwise create a hazard, including a tripping hazard.
- 8.6.3.3** A temporary sign shall be designed to be stable under all weather conditions, including high winds.
- 8.6.3.4** No temporary sign shall be illuminated or painted with light reflecting paint.
- 8.6.3.5** A temporary sign shall only be posted with the consent of the property owner or occupant.

#### **8.6.4 Temporary Signs: Time period for posting.**

- 8.6.4.1** Temporary signs advertising a cultural, civic, charitable, educational or entertainment event, or any event operated by a non-profit, social service, educational or religious organization, shall be posted no earlier than 30 days prior to the day of any such event, or the first day of a multiple day event. Such signs shall be removed within three (3) days following the day of the event, or the last day of a multiple day event.
- 8.6.4.2** Temporary signs advertising a commercial sales event or promotion, or any function or event conducted and operated by a commercial enterprise, shall be posted no earlier than seven (7) days prior to the day of a one (1) day event, promotion or function, or the first day of a multiple day event, promotion or function. Such signs shall be removed within one (1) day following the day of the event, promotion or function, or the last day of a multiple day event, promotion or function. One (1) temporary advertising sign may be displayed for a total of ten (10) consecutive days for a sales event or promotion. Such temporary advertising signs are limited to eight (8) separate occasions in one (1) calendar year. Such signs shall not exceed 2-feet in width or 3-feet in height measured from the nearest road or driveway pavement. No sign shall interfere with the visibility or site line required for safe vehicular and pedestrian circulation.
- 8.6.4.3** Temporary signs advertising the grand opening of a commercial enterprise shall be posted for a maximum of 30 days. Such signs shall be posted no earlier than 21 days prior to the date of the grand opening, and shall be removed within fourteen (14) days following the day of the grand opening, with the aggregate of the two time periods not to exceed 30 days.
- 8.6.4.4** Temporary signs advertising a temporary activity or event on a residential property, including, but not limited to, yard sales and tag sales, shall be posted no earlier than one (1) day prior to the day of the activity or event, or the first day of a multiple day event. One (1) sign advertising the sale will be allowed on the property where the sale is occurring and shall be removed immediately upon conclusion of the sales event.
- 8.6.4.5** Temporary signs advertising home improvement or repair services such as remodeling, painting, landscaping activities, etc. which is in progress or that have recently occurred may be posted per the property owner's permission one time on the property where the services were obtained either during and/or following the completion of such work for a maximum total of 14-days. Such sign shall not exceed 4-square feet in area. No sign shall interfere with the visibility or site line required for safe vehicular and pedestrian circulation.

### **8.6.5 Temporary Signs: Removal**

- 8.6.5.1** The person who has posted or directed the posting of a temporary sign is responsible for the removal of that sign in accordance with this Regulation.
- 8.6.5.2** If that person does not remove the temporary sign in accordance with this Regulation then the property owner or occupant of the building lot where the sign is posted is responsible for the sign's removal.
- 8.6.5.3** The Land Use Inspector is authorized to physically remove any temporary signs posted in violation of this Regulation that are not removed in accordance with the provisions above. Temporary signs posted on private property in violation of this Regulation shall be deemed a public nuisance.

### **Section 8.7 Real Estate Signs**

Real estate signs shall conform to the following standards:

#### **8.7.1 Individual lots**

On lots that are for sale or for rent, not more than two temporary signs may be erected. These signs may advertise the land or premises and the sale or rental agent. Such signs shall be removed within fourteen (14) days following the sale or rental of such property. The foregoing signs shall not exceed the following sizes:

- 8.7.1.1** A single residential lot: six (6) square feet; an approved subdivision of three (3) to five (5) lots: ten (10) square feet; and an approved subdivision of six (6) or more lots: twenty (20) square feet.
- 8.7.1.2** Commercial or industrial lots: four square feet in area per acre (or fractional acre), not exceeding 20 square feet in area in any commercial district or 30 square feet each in any industrial district.
- 8.7.1.3** Directional signs indicating the location of private real properties or facilities for sale or rent may be erected for open houses, provided that each sign shall not exceed four square feet in area. The sign locations shall not obstruct traffic or traffic visibility and shall be maintained by the applicant for the duration of the activity. Not more than four such temporary signs shall be allowed for a single lot or facility for sale or rent or for subdivision lots or homes for sale.

## **Section 8.8 General Prohibitions**

- 8.8.1** The prohibitions contained in this Section shall apply to all signs in all zoning districts, regardless of designation, within the Town of Prospect.
- 8.8.2** No allowable sign, including canopy signs, shall be located in or project over, any street right-of-way.
- 8.8.3** No sign, artificial light or reflecting device regardless how mobile shall be connected or used with a sign or otherwise located or displayed where such light competes for the attention of the driver of a mechanical vehicle, or may be mistaken for a traffic signal.
- 8.8.4** No sign or advertising device shall be erected or maintained in such a manner as to obstruct or interfere with the free and clear vision on any street, sidewalk, driveway or navigable channel.
- 8.8.5** No sign or advertising device shall be erected or maintained with any lighting or control mechanism that may cause radio or television interference.
- 8.8.6** No illuminated sign or lighting device shall be placed or directed on any property in a manner that would permit the light beams and illumination to be directed or beamed onto a public street or walkway, or onto adjoining properties so as to cause glare or reflection that might constitute a traffic hazard or public nuisance.
- 8.8.7** No animated sign or advertising device shall be allowed.
- 8.8.8** No advertising banner shall be attached to any on-premise light pole, utility pole, tree, or other freestanding vertical site element. Advertising banners shall only be permitted to be attached to building façades, at a minimum height of twelve (12) feet above grade.
- 8.8.9** No advertising balloon, inflatable sign or advertising streamer shall be allowed.
- 8.8.10** No flashing sign or advertising device that creates intermittent or varying light intensity shall be allowed.
- 8.8.11** No projecting sign shall extend more than 15 inches beyond the building walls or parts thereof, except as otherwise provided in these sign regulations.
- 8.8.12** Any sign attached to a building shall not project above the highest point on the roof of the building or more than four feet above the wall of the building, whichever is higher.
- 8.8.13** No sign shall be painted or erected on any fence or retaining wall.
- 8.8.14** No building or part thereof, such as a gable, roof or wall shall be outlined by direct illumination for the purpose of commercial advertising.

**8.8.15** No sign shall be attached to or be erected or maintained in such a manner as to obstruct any fire escape, windows, door or other building opening used for egress and ingress, ventilation or other fire fighting purposes.