



CITY OF NEW LONDON
OFFICE OF DEVELOPMENT & PLANNING
PLANNING • ZONING • WETLANDS DIVISION
 181 State Street New London, CT 06320 • Phone (860) 437-6379 • Fax (860) 437-4467

- ZONING PERMIT APPLICATION PACKAGE (FOR SIGNAGE)-

**Welcome to the
 Office of Development and Planning of the City of New London!**

This package will assist you in the permit process when applying for a Zoning Permit for **Signage** in the City of New London. Attached to this application package is a sign matrix which identifies the requirements for signage (number of signs, square footage, setbacks, etc) permitted in each of the Zoning Districts here in the City of New London. This matrix should be referenced as a guide only for what is permitted in the City’s various zoning districts. Please refer to *Section 615 of the City’s Zoning Regulations* for a comprehensive list of the sign regulations for the City of New London. If you need assistance in ascertaining the Zoning District for your property, please contact a staff member of the Planning, Zoning & Wetlands Division and they will be happy to provide you with that information.

In order to expedite the review process for your (sign) project we request that you please complete and submit the following to this office:

- (1) Complete the attached “**Sign Permit Application Form**” completely for **each** sign proposed. *Please ensure that the property owner of the subject property signs all application forms;*
- (2) Provide a color rendering of each of the proposed signs;
- (3) For Free Standing or Ground Signs, a plot plan illustrating location of the sign with setback as well as a landscaping plan for the base of the sign.
- (4) Provide the **\$25.00 application fee for each sign** proposed. This may be made by cash, check or money order. These may be made payable to, “*the City of New London*”.

If you have any questions please don’t hesitate to contact our staff by telephone or email.

Michelle Johnson Scovish	Zoning & Wetlands Enforcement Officer	(860) 437-6381	mscovish@ci.new-london.ct.us
Shelly Briscoe	Land Use Assistant	(860) 437-6289	sbriscoe@ci.new-london.ct.us

Sincerely,

Michelle Johnson Scovish

Michelle Johnson Scovish
 Zoning & Wetlands Enforcement Officer



SIGN PERMIT APPLICATION

PLANNING•ZONING•WETLANDS DIVISION

CITY OF NEW LONDON•OFFICE OF DEVELOPMENT & PLANNING•181 STATE STREET NEW LONDON CT 06320

(860) 437-6379 T/(860) 437-4467 FAX

Proposed Sign Location/Address:	Sign Location: Map _____ Block _____ Lot _____ Zone _____
Applicant:	Property Owner:
Mailing Address:	Property Owner Address:
Telephone No.:	Property Owner Telephone No.:

PLEASE CHECK THE APPLICABLE PROPOSED TYPE:

<input type="checkbox"/> Awning/Canopy	<input type="checkbox"/> Gas Station Product	<input type="checkbox"/> Other _____
<input type="checkbox"/> Directory	<input type="checkbox"/> Hanging/Projecting	<input type="checkbox"/> Temporary
<input type="checkbox"/> Real Estate Development	<input type="checkbox"/> Ground/Free standing	Sign to be Installed FROM: _____ TO _____
<input type="checkbox"/> Portable/A-Frame	<input type="checkbox"/> Wall	

Is the Proposed Sign A Face Replacement Only (Circle One)? YES NO (if Yes Proceed To Signature)

Sign Construction Materials:

Dimensions: _____ FT X _____ FT or _____ SQFT	Height from Ground To Bottom of Sign: _____ FT
Linear Business Frontage: _____ FT	Distance from Property Line: _____ FT
Extension From Wall: _____ FT/Inches	Distance from the Curb: _____ FT

Will the Sign Be Illuminated? (Check One)

YES Circle One: Internally Externally

NO

Property Owner's Signature: _____ **Date** _____

Upon penalty of perjury, I represent by this signature that I have the consent, authority and agreement of all other owners of the involved properties to submit this application.

All applications must be signed by the legal property owner of the subject property, or you must provide documentation that you have been authorized by the property owner to obtain permits on their behalf.

Property Owner's Signature: _____ **Date** _____

Upon penalty of perjury, I represent by this signature that I have the consent, authority and agreement of all other owners of the involved properties to submit this application.

All applications must be signed by the legal property owner of the subject property, or you must provide documentation that you have been authorized by the property owner to obtain permits on their behalf.

Applicant's Signature: _____ **Date** _____

FOR OFFICE USE ONLY

Approved _____ **Date** _____
Zoning Enforcement Officer

Denied- Reason _____

Appeals taken to the Zoning Board of Appeals to reverse any order, requirement, or decision by the Zoning Enforcement Officer must be taken within thirty (30) days after their receipt of this order. Forms to make an appeal can be obtained at the Office of Development & Planning, at the Stanton Building, 111 Union Street, New London, Connecticut. (Appeal Sections 8-7 CTGS, 1000 City of New London's Zoning Regulations.)

TABLE ONE**NON RESIDENTIAL ZONE SIGN MATRIX****CBD (1 & 2), NB, WD, WCI (1 & 2), LI-O, C-1, C-2, INST, OS, MD Zones**

SIGN TYPE	REQUIREMENTS	ZONING DISTRICTS		
		CBD (1 & 2), NB, WD, MD WCI (1 & 2), & LI-O	C-1 & C-2,	OS & INST
Wall Sign	Maximum Number	One Per Business*		1 Per Building*
	Size Determination	1 Sq. Ft./linear ft. business frontage	2 Sq. Ft./linear ft. business frontage	1 Sq. Ft./linear ft. building frontage
	Maximum Area	30 Sq. Ft.	75 Sq. Ft.	50 Sq. Ft.
	Maximum. Extension from Wall	12 Inches		
	Permit Type	ZEO (Zoning Enforcement Officer)		
	Illumination	External Only	Internal OR External	
Freestanding	Maximum Number	1 Per Building or Site**		
	Maximum Area	32 Sq. Ft.	75 Sq. Ft.	50 Sq. Ft.
	Maximum Height	8 feet	20 feet	12 feet
	Permit Type	ZEO		
	Setback	5 feet	10 feet	
	Illumination	External Only	Internal OR External	
Hanging	Maximum Number	1 Per Business		1 Per Building
	Maximum Area	8 Sq. Ft.	12 Sq. Ft.	
	Maximum Extension from Wall	6 feet		
	Minimum Clearance	8 feet		
	Permit Type	ZEO (Zoning Enforcement Officer)		
	Minimum Clearance to Curb	3 Feet		
	Illumination	External Only	Internal OR External	
Directory	Maximum Number	1 Free Standing & 1 Wall Mounted/Entrance		
	Maximum Area	24 Sq. Ft		
	Maximum Extension from Wall	12 Inches		
	Illumination	External Only	Internal OR External	
Portable	Maximum Number	1 Per Building		
	Maximum Area	8 Sq. Ft.		
	Maximum Height	42 Inches		
	Permit Type	ZEO		
	Minimum Curb Clearance	3 Feet		
	Illumination	External Only		
Roof	Maximum Number	1 Per Business		
	Size Determination	1 Sq. Ft./linear ft. business frontage	2 Sq. Ft./linear ft. business frontage	1 Sq. Ft./linear ft. building frontage
	Maximum Area	30 Sq. Ft.	50 Sq. Ft.	
	Maximum Height	8 Feet Above the Roof Line		
	Permit Type	PZC – Special Permit		
	Illumination	External Only	Internal OR External	

NON RESIDENTIAL ZONE SIGN MATRIX

CBD (1 & 2), NB, WD, WCI (1 & 2), LI-O, C-1, C-2, INST, MD & OS Zones

SIGN TYPE	REQUIREMENTS	ZONING DISTRICTS		
		CBD (1 & 2), NB, WD, MD WCI (1 & 2), & LI-O	C-1 & C-2,	OS & INST
Menu Board	Maximum Number	1 Per Business		
	Maximum Area	6 Sq. Ft.	10 Sq. Ft.	6 Sq. Ft.
	Maximum Extension from Wall	12 inches		
	Permit Type	ZEO		
	Illumination	Internal or External		
	Maximum Height	6 Feet		
	Setback-Freestanding	25 Feet		
Marquee	Maximum Number	1 Per Building		
	Size Determination	1 Sq. Ft./linear ft. business frontage	2 Sq. Ft./linear ft. business frontage	1 Sq. Ft./linear ft. building frontage
	Maximum Area	100 Sq. Ft.		
	Maximum Extension from Wall	6 Feet		
	Permit Type	PZC – Special Permit		
	Clearance to Curb	2 Feet		
	Minimum Clearance	10 Feet		
	Illumination	Internal or External		
Awning/Canopy	Size Determination	1 Sq. Ft./linear ft. business frontage	2 Sq. Ft./linear ft. business frontage	1 Sq. Ft./linear ft. building frontage
	Maximum Area	30 Sq. Ft.	75 Sq. Ft.	50 Sq. Ft.
	Maximum Extension from Wall	5 Feet		
	Permit Type	ZEO		
	Minimum Curb Clearance	3 Feet		
	Minimum Clearance	8 Feet		
	Illumination	External Only	Internal OR External	

TABLE TWO**RESIDENTIAL ZONE SIGN MATRIX****R-1, R-1A, R-2, R-3, R-4 ZONES**

The following signs require the issuance of a Zoning Permit from the Zoning Enforcement Officer. All signs within Residential Zones may only be illuminated by EXTERNAL methods.

USE	WALL	FREESTANDING			Hanging
	Max Area	Setback	Max Area	Height	Max Area
Family Daycare Home	6 Sq. Ft	5 Feet	6 Sq. Ft	8 Feet	8 Sq. Ft
Utility Substation	4 Sq. Ft	5 Feet	4 Sq. Ft	8 Feet	8 Sq. Ft
Home Occupation	6 Sq. Ft	5 Feet	6 Sq. Ft	8 Feet	8 Sq. Ft
Membership Clubs	8 Sq. Ft	5 Feet	8 Sq. Ft	8 Feet	8 Sq. Ft
Library	10 Sq. Ft	5 Feet	10 Sq. Ft	8 Feet	8 Sq. Ft
Museums	16 Sq. Ft	10 Feet	16 Sq. Ft	8 Feet	8 Sq. Ft
Art Gallery	16 Sq. Ft	10 Feet	16 Sq. Ft	8 Feet	8 Sq. Ft
Place of Worship	16 Sq. Ft	10 Feet	16 Sq. Ft	8 Feet	8 Sq. Ft
Professional Business Office	18 Sq. Ft	10 Feet	18 Sq. Ft	8 Feet	8 Sq. Ft
Schools	18 Sq. Ft	10 Feet	18 Sq. Ft	8 Feet	8 Sq. Ft
Parish Home/Rectory/Convent	6 Sq. Ft	5 Feet	6 Sq. Ft	8 Feet	8 Sq. Ft
Convalescent Home	16 Sq. Ft	10 Feet	16 Sq. Ft	8 Feet	8 Sq. Ft
Boarding, Lodging, Rooming House	6 Sq. Ft	5 Feet	6 Sq. Ft	8 Feet	8 Sq. Ft
Nursery School/Pre-school	10 Sq. Ft	5 Feet	12 Sq. Ft	8 Feet	8 Sq. Ft
Professional Office in Residence	6 Sq. Ft	5 Feet	6 Sq. Ft	8 Feet	8 Sq. Ft
Office	24 Sq. Ft	10 Feet	24 Sq. Ft	8 Feet	8 Sq. Ft
Multi-Family Building	12 Sq. Ft	5 Feet	24 Sq. Ft	8 Feet	8 Sq. Ft
Real Estate Development	24 Sq. Ft	10 Feet	24 Sq. Ft	8 Feet	8 Sq. Ft
Government or Civic Organization	16 Sq. Ft	10 Feet	16 Sq. Ft	8 Feet	8 Sq. Ft
Historic Marker/Plaque	10 Sq. Ft	5 Feet	10 Sq. Ft	8 Feet	8 Sq. Ft
Parks/Open Space	18 Sq. Ft	10 Feet	24 Sq. Ft	8 Feet	8 Sq. Ft
Bulletin Boards – Religious	12 Sq. Ft	10 Feet	24 Sq. Ft	8 Feet	8 Sq. Ft
Non Conforming (Structures)	18 Sq. Ft	10 Feet	18 Sq. Ft	8 Feet	8 Sq. Ft
Non-conforming Uses	16 Sq. Ft	10 Feet	16 Sq. Ft	8 Feet	8 Sq. Ft