



Town of Exeter Historic District Commission

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 778-0591 • FAX (603) 772-4709
www.exeternh.gov

CERTIFICATE OF APPROPRIATENESS

For erection and display of
SIGNAGE



Official Use Only

Application No. _____ Fee Paid _____ Date Paid _____
(mm/dd/yyyy)

Application is hereby made for the issuance of a Certificate of Appropriateness under Zoning Ordinance Article 5.7.6 Regulations for Signs in the Historic District. According to Article 5.7.3.K.1 a building permit shall be required in addition to a sign permit, if the cost of the sign and installation together exceeds fifteen hundred dollars (\$1,500).

To be completed by Applicant	To be completed by Town Staff		
	Yes	Yes	No
Completed Signage Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attach sheets (minimum 8-1/2"x11") with photographs, graphic information of proposed signage including dimensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of materials (provide samples if appropriate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee per sign: \$25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sign Permit Requirement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Project Property Address: _____

The following information can be obtained from the Assessor's Office or Planning Department

Tax Map: _____ **Lot No.:** _____ **Unit:** _____

Applicant Name	Property Owner (if different than applicant)
Applicant's Mailing Address	Property Owner's Mailing Address
City, State, Zip	City, State, Zip
Applicant's Phone Number	Property Owner's Phone Number
Applicant's Email	Property Owner's Email



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See Exeter Zoning Ordinance Section 5.7.

Each application for a certificate of appropriateness shall be submitted on forms provided by the Historic District Commission (HDC). The application shall be presented to the Building Department of the town of Exeter, who shall record the date and receipt of the complete application. The Building Department will forward all applications to the HDC Chairperson.

In case of multiple occupancies, the owner of the building is responsible for an overall signage plan. Directory signs shall be designed and constructed with provision to allow for changes of occupancy without reconstruction of the sign.

- New Sign(s)
- Change of Sign(s)

Are there existing signs on the building that will remain in addition to the sign(s) you are applying for on this form: Yes No

If Yes, please provide photo documentation and dimensions of existing signs to remain on additional sheets of paper as required.

Type(s) – awning, fascia, freestanding, etc. (see Exeter Zoning Ordinance Section 5.7.2):

Note: for any projecting signs over sidewalks, provide the height to the bottom of the sign from the top of existing sidewalk surface.

Primary: _____ Height to bottom of sign (ft/in): _____
 Secondary: _____ Height to bottom of sign (ft/in): _____

Sign Area Measurement(s) – provide height, width, and area:

Primary: Height (ft/in) _____ Width (ft/in) _____ Area (sq. in) _____
 Secondary: Height (ft/in) _____ Width (ft/in) _____ Area (sq. in) _____

Placement on or near the building structure:

Primary: _____ Single-sided Sign
 _____ Two-sided Sign
 Secondary: _____ Single-sided Sign
 _____ Two-sided Sign

Sign Material(s):

Primary: _____
 Secondary: _____

Illumination (if yes, submit specification sheet for light fixture):

Primary: Yes No Secondary: Yes No



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Other comments: _____

If known, list the architect, designer and/or contractor who are or will be involved with the design and execution of the work proposed in the application: _____

The described work is scheduled to begin on _____ and to be completed by _____
(mm/dd/yyyy) (mm/dd/yyyy)

Signature: _____ (Applicant, if different from Property Owner)	Date: _____ (mm/dd/yyyy)
<p>I attest that I represent the owner(s) of the above named property to be modified, and I authorize the applicant to represent me/us before the Exeter Historic District Commission in all matters concerning this application.</p>	
Signature: _____ (Property Owner)	Date: _____ (mm/dd/yyyy)

The above named owner and applicant recognize that the property is situated in the Historic District of Exeter, New Hampshire. We certify that the information contained in the application is true to the best of our knowledge and request that the Exeter Historic District Commission consider the following proposal for said property.

END OF APPLICATION



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Certificate of Appropriateness

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Application No. _____

Date Application received by the Building Department Office _____ (mm/dd/yyyy)

Date Application accepted by Historic District Commission _____ (mm/dd/yyyy)

Date Public Hearing held by Historic District Commission _____ (mm/dd/yyyy)

Disposition of Application:

- Disapproved
- Approved as submitted
- Approved with conditions listed below

Authorized Signature: _____

Date of Authorization: _____

Conditions of Approval:
