

Town of Bedford

CONDITIONAL USE PERMIT APPLICATION – SIGNS



PLANNING BOARD
24 North Amherst Rd.
Bedford N.H. 03110
Tel. (603) 472-5243

Date Received:

1. PROJECT LOCATION: _____ MAP/LOT: _____

2. Applicant(s): _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ E-mail: _____

3. Owner(s): _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ E-mail: _____

4. Attach a sketch illustrating the proposed sign(s) including the dimensions, mounting height, colors, materials, illumination, etc. along with a photograph or architectural drawing to identify the location of the proposed sign on the building or site. In the case of a freestanding sign, a site plan or survey needs to be provided to identify the location of the sign on the property.

5. A description of the existing signs on the property including size of the signs, mounting height and photographs.

6. Attach a letter explaining in detail how the proposal meets all of the criteria for granting a Conditional Use Permit listed in Section 275-73 B of the Zoning Ordinance (see attached).

7. Names and addresses of abutters (attach as a separate sheet).

I/We authorize the Town of Bedford Planning Board staff to access the property for inspection. The undersigned understands that the Bedford Planning Board must have a completed application on file with the Planning Department in accordance with the Planning Board's annual schedule of meeting and deadline dates. I/We also certify that the abutters are as shown in the Town's Assessing records within 5 (five) days of filing this application.

I/We designate _____ as the person/persons to whom all communications to the applicant may be addressed.

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

I/We (property owners) _____ of the land located at _____, Bedford, NH do hereby authorize _____ (name) of _____ (firm) to serve as my/our agent before the Bedford Planning Board for the site plan applied for in this application.

Owner's Signature(s): _____ **Date:** _____

Note: *The applicant or authorized representative must be present at the scheduled Planning Board meeting(s).*

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Fax (603) 472-4573

Conditional Use Permits for signs are required to comply with Article 275-73 of the Zoning Ordinance, summarized below.

Note: Conditional Use Permits do not apply to signs in the Performance Zone (PZ). Signs in the PZ are subject to the waiver provisions in Article 275-56.

All Conditional Use Permits for signs must comply with the following purpose statements (See Article 275-73A):

- 1) Encourage the effective use of signs as a means of communication;
- 2) Prevent hazards to vehicular and pedestrian safety by regulating the type, number, location, size and illumination of signs;
- 3) Protect the public from hazardous and distracting displays;
- 4) Maintain and enhance the aesthetic character and scenic quality of the Town's residential and commercial neighborhoods and limit visual clutter along corridors;
- 5) Minimize potential adverse effects of signs on nearby public and private property;
- 6) Support businesses and community vitality by informing the public of goods, services and activities; and
- 7) Enable fair and consistent enforcement of the sign regulations.

The Planning Board may grant a Conditional Use Permit to modify the requirements of Article IX-Signs, provided the Board finds that all of the following criteria are met (See Article 275-73B(1)):

- a) The modification complies with the Purposes of the sign regulations as noted in Article 275-73 A;
- b) The applicant's particular situation, taking into account the overall site plan, including, but not limited to, the use on the property, existing signs, and visibility of the businesses, justifies a modification to the requirements;
- c) The site is suitable for the proposed modifications;
- d) The modification will not alter the essential character of the locality;
- e) The modifications will complement the design of the building or site where the sign is located;
- f) The modification will not materially impair traffic or pedestrian safety;
- g) The aesthetic character of the site and the surrounding area will not be adversely affected; and
- h) The modification will be consistent with the spirit and intent of the Zoning Ordinance and Town of Bedford Master Plan.

Please submit:

- Completed Conditional Use Permit application.
- Sketch of proposed signs with sign height and area, description of existing signs and photographs.
- Letter detailing how the sign meets each of the criteria for granting Conditional Use Permits.
- Abutters list (Abutters list should be certified as shown in the Town's Assessing records).
- All required application fees.

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SCHEDULE OF FEES FOR PLAN SUBMISSION



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SITE PLAN

FEES WILL BE CALCULATED BY PLANNING DEPARTMENT STAFF WITH PAYMENT DUE AT TIME OF FINAL PLAN SUBMISSION FOR THE FOLLOWING:

Discussion (without plans)	\$0.00
Re-advertise	\$25.00
Administrative Approval	
a) Base Charge	\$100.00
b) Add: \$100.00 per 1,000 square feet (building additions only)	\$ _____
TOTAL (add "a" + "b")	\$ _____
Conceptual Plan	
a) Base Charge	\$50.00
b) Add: Abutter notification fee (current USPS fee for non-certified mail per abutter)	\$ _____
TOTAL (add "a" + "b")	\$ _____
Site Plan Amendment, Home Occupation, Sign Waiver, Time Extension for Approval	
a) Base Charge	\$100.00
b) Add: Abutter notification fee (current USPS fee for certified mail per abutter).....	\$ _____
TOTAL (add "a" + "b")	\$ _____
Conditional Use Permit	
a) Base Charge	\$250.00
b) Add: Abutter notification fee (current USPS fee for certified mail per abutter).....	\$ _____
TOTAL (add "a" + "b")	\$ _____
Design Review Plan	
a) Base Charge (per Planning Board Meeting)	\$250.00
b) Add: Abutter notification fee (current USPS fee for certified mail per abutter).....	\$ _____
c) Add: Engineering review fee	\$ _____
TOTAL (add "a" + "b" + "c")	\$ _____
Site Plan Approval	
a) Base Charge	\$250.00
b) Add: Abutter notification fee (current USPS fee for certified mail per abutter).....	\$ _____
c) Add: \$100.00 per 1,000 square feet	\$ _____
TOTAL (add "a" + "b" + "c")	\$

Effective Date: July 1, 1990
Last Revised by Planning Board: February 23, 2015