

Town of Scarborough, Maine

Sign Permit Application Requirements

Fee: \$50.00 per sign

Please include the following with submission of application:

Site plan showing closest point of sign to all property lines.

Sign design with height, length and width; colors, materials and type of illumination if applicable.

Dimension of wall if wall sign.

Dimension of other signs on same wall or on same freestanding sign structure.

Please review Sign Standards in the Scarborough Zoning Ordinance, Chapter 405, Section XII, and note the following:

1. Internally illuminated signs must have dark or opaque background with lighter colored or white letters/logos. White backgrounds are prohibited.
2. Roof mounted signs are prohibited.
3. Maine DOT Official Business Directory Signs are only allowed for Business Establishments that do not front on or face US Route 1, and only 2 signs per business are allowed unless a variance is granted by the Zoning Board of Appeals.
4. Electronic message boards must be black background with white or gold letters; max. 3 lines of text and max. 25 S.F. of area; letter size must be 8" min. and 12" max.; are not permitted to be animated or to change message more than twice each 60 minute period.
5. Wall signs are limited to 10% of the wall area where the sign will be located and no more than 100 S.F.
6. Freestanding (or pylon) signs must be set back from the road Right of Way (or front property line) in accordance with the maximum height and area desired. See Variable Setbacks Table, XII.E.3.

Town of Scarborough, Maine

SIGN PERMIT

Business Address: _____

Business Name: _____ Phone: _____

Mailing Address
(If different): _____

Sign Contractor: _____ Phone: _____

Mailing Address: _____

Quantity _____ Cost of Sign: _____

Wall Sign

Free Standing Sign Is this a replacement of an existing sign? YES NO

MDOT Sign Is electrical permit required? YES NO

Campus Directory Is sign illuminated? YES NO

Business Directory If yes Internally Externally

Reader Board

Other

Temporary Sign Start Date End Date

**The undersigned hereby applies for a permit to erect, alter, install a sign in accordance with the Laws of the State of Maine, the current Town of Scarborough Zoning Ordinance and building code, any Planning Board approvals or conditions, any Zoning Board of Appeals approvals or conditions, any other plans or specifications if provided, any conditions or approval by the C.E.O.'s.

Applicant Signature: _____ Date: _____

**(read above before signing)

ADMINISTRATIVE SECTION CODE USE ONLY

Code Enforcement Officer: _____ Date: _____

Permit # _____ Application # _____

Map/Lot # _____ Zone _____ Permit Fee: \$ _____

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