



Building Department  
**Town of Hollis**

Seven Monument Square  
Hollis, New Hampshire 03049  
Tel. 465-2514 FAX 465-3701

Date Submitted\_ \_\_\_\_\_

HDC Case # \_\_\_\_\_

Hearing Date \_\_\_\_\_

Building Permit # \_\_\_\_\_

## Application for Sign Permit

Please fill out the appropriate data below to be submitted with your application.

Property Location \_\_\_\_\_ Map \_\_\_\_\_ Lot \_\_\_\_\_ Zone \_\_\_\_\_

Is the property listed on the National Register of Historic places? Yes ☐ No ☐

Is the property a contributing structure to the district? Yes ☐ No ☐

**Name of Applicant** \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

**Name of Owner** \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_

Type of Sign:

- ☐ New Permanent Sign
- ☐ Alteration to Existing Sign
- ☐ Replacement of Existing Sign
- ☐ Appendage to Existing Sign
- ☐ Other (Describe) \_\_\_\_\_

Nature of Sign:

- ☐ Business Sign
- ☐ Home Occupation Sign
- ☐ Building Graphic
- ☐ Temporary Sign
- ☐ Awning Sign
- ☐ Direction Sign
- ☐ Professional/Contractor Sign
- ☐ Agricultural Sign
- ☐ Other (Describe)

**Existing Signage** – Total square feet of existing signage on property \_\_\_\_\_

**Sign Specifications:**

**Sign Assembly** – Length \_\_\_\_\_  
Width \_\_\_\_\_  
Height \_\_\_\_\_

Basic Construction Material:

**Sign Face** – Length \_\_\_\_\_  
Width \_\_\_\_\_  
Height \_\_\_\_\_

Basic Construction Material:

☐ Single Faced

☐ Double Faced

**Sign Mounting:** (Hollis Zoning Ordinance - Section XIV, Paragraph K)

Describe how the Sign will be mounted

**Sign Lighting:** (Hollis Zoning Ordinance - Section XIV, Paragraph J)

Describe how the Sign will be illuminated (fixture specification needed)

**Sign Lettering:**

Describe the sign's lettering, colors, logos and any other design features.  
(Indicate size and font of all lettering & the actual text of sign)

**This Application Shall Include the Following Information:**

- Detailed drawings (drawn to scale) showing the sign's lettering, logo and colors (2 Color Copies)
- Site plan drawings or photographs showing boundaries, buildings, driveway and parking
- Lighting (cut sheet) and landscaping details

I understand that any further modification to this sign, including alterations, additions, changes or wording or colors, etc., shall require a review by the Building Department and possibly a new permit.

\_\_\_\_\_  
Signature of Applicant

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

**APPROVED / DENIED**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Building Inspector)

**APPROVED / DENIED**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Historic District Chairman)