



**GRAND OPENING**  
**SIGN PERMIT APPLICATION**

Date: \_\_\_\_\_ Alternate Key #: \_\_\_\_\_ Permit #: \_\_\_\_\_

Start Display Date: \_\_\_\_\_ End Display Date: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Business Location: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Applicant is:      Owner      Agent      Lessee

Town Business License #: \_\_\_\_\_

New Business:      Yes      No     Relocated Business:      Yes      No

Date Business Opened/C.O. Issued Date: \_\_\_\_\_

Please indicate no more than three (3) of the following sign options you plan to display:

Banner                    Pennants/Streamers                    Balloons                    Rigid Portable Sign

***I certify that the information in this application furnished by me is correct and true. I have read the attached rules and regulations regarding Grand Opening Signs. Signage for a grand opening event will be permitted for a period not to exceed thirty (30) days and will only be issued to a new business or existing business relocating to an entirely new location.***

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

## Grand Opening Sign Application:

- All commercial, industrial, public and quasi-public uses and mixed-use developments (commercial combined with multi-family residential) will be allowed to display a grand opening event with a valid permit.
- Signage for a grand opening event will be permitted for a period not to exceed thirty (30) days and will only be issued to a new business or existing business relocating to an entirely new location.
- The display must occur within the first sixty (60) days following Certificate of Occupancy issuance or three (3) months of a new business relocation. Changes in ownership of an existing business shall not be entitled to apply for a Grand Opening Sign application.
- Grand Opening signage shall not be located in the right-of-way of any public street or within five (5) feet of any property line and each single sign shall not exceed thirty-two (32) square feet.
- Signage shall not obscure building address numbers, be displayed on a roof top, extend vertically above the fascia of a building, or encroach into fire lanes. Moreover, Town shall not be liable for temporary sign options that are not securely placed.
- Allowable signs per each Grand Opening event may include a combination of and not to exceed a maximum of three (3) sign options.
- Temporary sign options are:
  1. Banner – A banner attached to a building where the banner lies flat against the building surface at all times.
  2. Pennants/Streamers – An individual object and/or series of small objects made of lightweight plastic, fabric or other material, which may or may not contain text, which is suspended from and/or twined around a rope, wire or string.

Streamers: hung on wall      Pennants: strung together in front of facade
  3. Balloon(s) – A spherical, flexible, non-porous bag inflated with air or gas lighter than air, such as helium, and intended to float in the air.
  4. Rigid Portable Sign – A sign which is not permanently affixed and designed for or capable of movement. A rigid portable sign is not considered to be a portable reader-board or “trailer sign”.