

PLANNING BOARD CITY OF CONCORD, NH
ARCHITECTURAL DESIGN REVIEW CHECKLIST
FOR SIGNS & AWNINGS
(REVISED APRIL 2011)

This checklist is intended to assist applicants and design professionals in the preparation of Architectural Design Review (ADR) applications for signs and awnings where modifications are proposed to a building to add or revise signage and awnings which are subject to the provisions of Article 28-9-4(f) Architectural Design Review of the City of Concord Zoning Ordinance and where Site Plan approval is not required.

The checklist is also intended as an aide to City staff, the ADR Committee, and the Planning Board in its review of ADR applications. Any question about the applicability of any of the items in the checklist to a particular ADR application should be discussed with a member of the Planning staff at 603-225-8515, prior to submitting an application.

Summary

Name of Business: _____

Name of Owner(s): _____

Name of Agent(s): _____

Street Address: _____ Nearest Street(s): _____

Map\Block\Lot: _____ Zoning District(s): _____ Overlay District(s): _____

Documents

- _____ A copy of any variances which may have been granted by the Zoning Board of Adjustment (ZBA).
- _____ Where Conditional Use Permits (CUP) are required in conjunction with a proposed sign, three (3) copies of a complete CUP application shall be provided for each CUP.
- _____ Colored photographs of all existing facades, free-standing signs, and adjacent buildings and lots.

Master Sign Plan

- _____ An accurate plan of the lot, to scale, showing the location of buildings, parking lots, driveways, and landscaped areas.
- _____ Photographs or architectural elevations of existing buildings and elevations of any proposed buildings.
- _____ An accurate indication on the plan, photographs, and architectural elevations of the location of all existing signs.
- _____ A photograph and description of each existing sign including type, size, colors, copy, height above ground, materials, and method of illumination.
- _____ An accurate indication on the plan, photographs, and architectural elevations of the location of proposed signs, for which applications for permits will be submitted, and a description and depiction of the type, size, colors, copy, height above ground, materials, and method of illumination.
- _____ One (1) set of reductions (8½ x 11) of the colored rendering or photo simulation of the building façade with signage and a colored rendering or photo simulation of each free-standing sign.

Individual Signs, Awnings, and Canopies

- _____ A copy of all applications for sign permits as submitted to the Code Administration Division (Code).
- _____ Full color plan of the proposed sign or awning, to scale, showing construction materials, method of support and/or attachment, as well as a depiction of the type, size, colors, copy, height above ground, materials, and method of illumination of each sign.
- _____ For free-standing signs, an accurate plan of the lot, to scale, showing the location of proposed free-standing signs, buildings, parking lots, driveways, landscaped areas, property lines, and sign setbacks.
- _____ Photographs or architectural elevations of existing buildings and signs.
- _____ Architectural elevations or photo simulation accurately showing the location, size, and color of each of the proposed signs or awnings.
- _____ One (1) set of reductions (8½ x 11) of the colored rendering or photo simulation of the building façade with signage, and a colored rendering or photo simulation of each free-standing sign.