

DIRECTIONS FOR TEMPORARY SIGN PERMIT APPLICANTS:

In order to obtain a Temporary Sign Permit, the applicant must do the following:

1. Review the Town regulations (see below) to understand the requirements for the permit.
2. Complete the *TEMPORARY SIGN PERMIT Form* (attached here)
3. Send completed *TEMPORARY SIGN PERMIT Form* to Tim Bunting, Zoning Enforcement Officer, at timothy.bunting@wiltonct.org, or form can be left in Planning and Zoning drop box at Town Hall Annex, 238 Danbury Road, Wilton.

For more information or questions on the process, please contact Tim Bunting, Zoning Enforcement Officer at timothy.bunting@wiltonct.org or (203) 563-0186.

Section 29-8.A.7.(2) & (3) of Zoning Regulations:

- (2) **TEMPORARY COMMERCIAL SIGN**, one sign per business tenant when located on a commercially-zoned parcel or on any parcel possessing legal frontage on Danbury Road, subject to adherence with the following provisions: (a) Such signs shall only be allowed following the issuance of a sign permit from the Zoning Enforcement Officer; (b) Signage shall be situated and restricted to the parcel on which the business activity is located; (c) An application request shall include written authorization from the owner of the property on which the sign is to be located; (d) Banners shall not exceed an area of 45 square feet and single or double panel signs shall not exceed an area of 16 square feet; (e) Subject to the issuance of a permit for each occasion, an applicant may erect up to three (3) temporary commercial signs within any calendar year, provided that no more than one (1) sign is maintained at any given time, each permissible occasion is limited to a period of not more than fourteen (14) days and a minimum of thirty (30) days is maintained between each issued permit; (f) A temporary commercial sign shall not be located within the public right-of-way (including street, sidewalk, public utility poles or landscaped shoulder) nor maintained in a manner that obstructs vehicular or pedestrian visibility or results in any other unsafe condition; (g) No temporary commercial sign shall be situated and maintained within fifty (50) linear feet of a similar type sign and; (h) Such signs shall not be illuminated and shall be removed from public view immediately following termination of permit. *
- (3) **TEMPORARY NON-COMMERCIAL/NON-PROFIT SIGNS**. A non-profit organization, as defined in these regulations, may display not more than 20 signs throughout Wilton for a period of not more than 14 days for any sponsored non-profit event. Banner signs shall not exceed 45 square feet in area and single or double panel signs shall not exceed 16 square feet in area. Such signage shall be subject to written authorization from the owner of the property on which the sign is erected. Temporary Non-Commercial/Non-Profit Signs shall be removed no later than 48 hours following an event. No more than one sign shall be displayed on any given parcel. *

PLANNING & ZONING
COMMISSION
Telephone (203) 563-0185
Fax (203) 563-0284



TOWN HALL ANNEX
238 Danbury Road
Wilton, Connecticut 06897

TEMPORARY SIGN PERMIT

Name of Organization/Business: _____

Address: _____ Telephone Number: _____

Event/activity: _____

Location of Event/activity: _____

Dates – From: _____ To: _____

Location(s) of Sign(s): _____

Owner(s) of Property(ies): _____

At Sign Location(s)

Size of Sign(s): _____

(A-Frame signs shall not exceed 16 square feet in area. Banner signs shall not exceed 45 square feet in area.)

Sign to be Erected From: _____ To: _____

Date of Previous Temporary Sign Permit (if applicable): _____

Applicant's signature _____

APPROVED: _____ Date _____

(Zoning Enforcement Officer)