

# City of Dover

**NEW**



**REFACE**

## Sign Permit

FOR OFFICE USE ONLY									
Planner Assigned	PA-MC-LC	Zoning District	Y/N	Hist District	Y/N	Adj. to Res.	Y/N	Permit #	
Roadway Class		Accurate Plot Plan	Y/N	Wall Elevation	Y/N	Sign Elevation	Y/N	Date Received	
Unified Sign #		Application Complete	Y/N	Total # Signs		Total S.F. Signs		Date Approved	
BOA #									

### General Information

Site Location/Address	Type of Use		
Business Name	Mailing Address	Phone #	Business License #
Property Owner Name	Mailing Address	Phone #	
Contractor Name	Mailing Address	Phone #	Business License #

### Sign Information

Sign	1	2	3	4	5	6
Existing/Proposed						
Type of Sign						
Dimensions						
Square Footage						
Setback from ROW						
Replacing Existing Sign	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Illumination Type						
Construction Material						
Weight						
Overall Height						
Clear Height to Sign						

<b>Estimated Cost</b>	<b>Total # of Signs</b>	<b>Total Square Feet</b>	<b>Permit Fee</b>
\$			\$

**OVER** ►

City of Dover, Delaware  
SIGN TABLE

USE	ROAD TYPE	Sign Type	# Permitted	PERMITTED SIGNS					Exclusion Zone
				Max Size	Max Height	% of Wall**	Setback (R.O.W.)		
Signs Permitted in § 4.5 Only									
Residential Uses	Single Family Detached/ Semi-detached	All Streets							
	Professional Office	All Streets	1	4 S.F.	5'	N/A	5'	N/A	
	Family Daycare	All Streets	1 / entrance	12 S.F.	4'	N/A	5'	50'	
	Subdivisions	All Streets	1 / frontage	24 S.F.	20'	≤ 15 %	N/A	N/A	
	Multi-family Residential Uses		1 / entrance	24 S.F.	5'	N/A	5'	50'	
	Manufactured Home Parks		Monument						
			Wall &						
Non-Residential uses adjacent to Residential Districts or uses	Places of Worship Daycare Centers	Principal Arterial	1 / frontage	32 S.F.	30'	< 15 %	N/A	N/A	
		Arterial	1 / entrance	32 S.F.	10'	N/A	10'	50'	
	Approved Conditional Uses Educational/ Institutional	Minor Arterial	1 / frontage	32 S.F.	30'	N/A	30'	200'	
		Wall &	1 / frontage	24 S.F.	30'	< 10 %	N/A	N/A	
	All other approved Non-residential Uses	Monument	1 / entrance	24 S.F.	7'	N/A	10'	50'	
		Wall &	1 / frontage	16 S.F.	20'	< 5 %	N/A	N/A	
		Local/ Collector	1 / entrance	16 S.F.	10'	N/A	10'	50'	
	Non- Residential uses in Non-Residential Districts	Non-residential Uses	Principal Arterial	1 / frontage	no max	30'	< 15 %	N/A	N/A
			Arterial	1 / entrance	63 S.F.	10'	N/A	5'	50'
			Pylon OR*	1 / frontage	75 S.F.	30'	N/A	15'	150'
Pylon *			1 / frontage	100S.F.	30'	N/A	31'	150'	
		Wall &	1 / frontage	32 S.F.	30'	< 15 %	N/A	N/A	
		Monument	1 / entrance	32 S.F.	7'	N/A	10'	50'	
		Wall &	1 / frontage	32 S.F.	30'	< 15 %	N/A	N/A	
		Monument	1 / entrance	32 S.F.	7'	N/A	10'	50'	
		Local/ Collector	1 / entrance	32 S.F.	7'	N/A	10'	50'	

\* - Denotes that an additional wall sign may be permitted/added in lieu of a free-standing pylon sign.

\*\* - No wall mounted sign shall exceed more than 50% of the Mountable wall area as defined in §4.4D2





TO : ALL SIGN PERMIT APPLICANTS  
 FROM: CITY OF DOVER PLANNING DEPARTMENT  
 RE: SIGN PERMIT APPLICATIONS  
 DATE: April 1, 2001

Dover City Council adopted a sweeping reform of the Sign Regulations in and for the City of Dover. We at the Planning Department have drafted a new Sign permit Application to coincide with the implementation of the new regulations. For your convenience we have included in this package a few of the most pertinent regulations from the adopted amendment. We have also included a short instructional sheet to fill out the sign permit. It is our intention to review all permits in a timely matter. By you providing the information requested on the permit, we can reduce the time it takes to review.

INSTRUCTIONS ON FILING OUT PERMIT

1. Determine which type of Street your property is located on by using the following Table:

Principal Arterial	Minor Arterial	Local Collector
US Routes 13 & 113, Court Street Between US13 & 113	DE Route 8 (Forrest Street); McKee Road; Saulsbury Road; College Road; North Street (Saulsbury Road to the western city limits); Kenton Road (College Road to DE Route 8); State Street (from Walker Road north to US Route 13 and Wyoming Avenue south to the southern city limits); Loockerman Street; Leipsic Road; Governors Avenue (Division Street South)	All other Roads, Streets, Lanes, Circles, Drives located within the City Limits.

2. Determine and document size and location of all existing signs.
3. Determine and document size of all proposed signs.
4. For Free-Standing signs (Monument Pylon and Post signs) show location on a site development plan including distances from all known points. (property lines, right of ways, intersections etc.) also show on plot plan any existing freestanding sign with its location within 200' of proposed sign.

<i>MINIMUM LETTER HEIGHT FOR FREE-STANDING SIGNS</i>		
<i>ROAD TYPE</i>	<i>PRIMARY MESSAGE</i>	<i>SECONDARY MESSAGE</i>
Principal Arterial	16 inches	8 inches
Minor Arterial	10 inches	5 inches
Collector and Local	8 inches	4 inches

5. For wall mounted signs (including window signs) show size of sign, ( the City uses a regular geometric shape, i.e. square or rectangle to determine square footage) the wall area (including height and length of the façade), the location of the sign on the wall( including distance above, below and either side) and the dimensions of the mountable wall area (determined by the distance between architectural features, which include, roof lines, windows, doors, relief, porticos, etc.).
6. Complete the application and submit all documents required. Please make sure there is a method of contact available if we have questions during the review.