



**Town of Cheswold  
Land Use Ordinance**

**SIGN APPLICATION CHECKLIST & PROCESS**

APPLICANT NAME: \_\_\_\_\_ APPLICANT CONTACT #: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

APPLICATION ADDRESS: \_\_\_\_\_ CHESWOLD, DELAWARE 19936

BUSINESS TYPE: \_\_\_\_\_ MOBILE PHONE#: \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_ CONTACT #: (     ) -

OWNER ADDRESS: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

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**APPLICANT MUST ANSWER ALL QUESTIONS:**

- |  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| 1. Are there multiple property owners? <i>(If yes, please attach names and addresses)</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are all application documents attached?<br><i>(Permit application; plot plan; materials list; sign price; homeowners approvals; contractor's name; address; contact# and if required; any drawings or sketches)</i> | <input type="checkbox"/> | <input type="checkbox"/> |

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**FOR OFFICE USE ONLY**

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|---|--------------------------|--------------------------|
| 3. Forward application documents and checklist to Land Use Administrator? Date Accomplished: _____  |                          |                          |
| 4. What are proposed sign <b>SETBACKS*</b> ? * <b>NO SIGN SHALL BE PLACED WITHIN THE SIGHT TRIANGLE</b><br><i>(See Article 13– Table 13.2)</i> <span style="float: right;"><i>(See Article 8 – Section C)</i></span>  |                          |                          |
| A. Is sign <b>Free-standing</b> ?<br>If Yes: Front setback = 10' from right of way<br>If Yes: Side setback = Same as principal use of property  | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Is sign <b>Wall mounted</b> ?<br>If Yes: Sign shall be placed on a wall facing a public street or right-of-way,<br>having the same setbacks s principal use of property  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. What are proposed sign <b>HEIGHTS</b> ?<br><i>(See Article 13– Table 13.2)</i>   |                          |                          |
| A. Is sign <b>Free-standing</b> ? If Yes, then height maximum = 5'  | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Is sign <b>Wall mounted</b> ? If Yes, then sign must be placed below the eave.<br>On flat roofed structures, no sign shall be placed higher than the roof of the<br>structure, or the maximum permitted building height in the zone, whichever is<br>more restrictive. | <input type="checkbox"/> | <input type="checkbox"/> |

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6. The **MEASUREMENTS** and **PLACEMENT** of the proposed sign should adhere to the following chart and determine if a permit is required.

<u>Location/Subject of Sign</u>	<u>Sign Types Allowed</u>	<u>Maximum Area (SF)</u>	<u>Permit Required?</u>	<u>Check Applicable Box</u>
Home-based Business	Free-standing	16	YES	
Home-based Business	Wall	16	YES	
Business/Commercial Use in Non-Residential Zone	Free-standing	32	YES	
Business/Commercial Use in Non-Residential Zone	Wall	32	YES	
Sub-division Entrance	Free-standing	32	YES	
Real Estate - Temporary	Free-standing	16	NO	
Conditional Use in a Residential Zone	Free-standing	16	YES	
Conditional Use in a Residential Zone	Wall	16	YES	

7. **COLOR** – can the color combinations be confused with a traffic sign or signal?

Date: \_\_\_\_\_ Initials of Highest Ranking Town Police Official \_\_\_\_\_

**YES**      **NO**  
     

**8. GLARE:**

- Will sign be illuminated by an enclosed lamp design?
- Will sign be illuminated by indirect lighting from a shield source that prevents glare from beyond the property line?

*Note: Signs must be illuminated using an enclosed lamp design or indirect lighting from a shielded source in a manner that prevents glare from beyond the property line..*

9. **TRAFFIC SAFETY** - will sign be illuminated with a pattern or lightning combination that resembles a traffic signal?

Date: \_\_\_\_\_ Initials of Highest Ranking Town Police Official \_\_\_\_\_

    

10. **FLASHING** – will sign contain or be illuminated by flashing revolving, or intermittent lights, or Lights that change intensity.

11. **RESIDENTIAL LOCATION** – will lighted sign only be illuminated during business hours? N/A

*Note: Any sign on a lot or parcel within 150' of residentially used properties must be illuminated only during the hours the entity is open for public business.*

**12. STRUCTURAL LIMITATIONS**

- Will sign be shaped like a traffic sign or signal, or use wording similar to traffic signal or Interfere with traffic safety?

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- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| – Will sign be shaped to resemble any human or animal form? | <input type="checkbox"/> | <input type="checkbox"/> |
| – Will sign be set in motion or powered by the wind?        | <input type="checkbox"/> | <input type="checkbox"/> |
| – Will sign have any moving parts?                          | <input type="checkbox"/> | <input type="checkbox"/> |

### LAND USE ADMINISTRATOR DECISION:

	YES	NO
Does applicant meet the requirements for the installation of a sign?	<input type="checkbox"/>	<input type="checkbox"/>

If NO: why has the applicant failed?

Cite Land Use Ordinance requirements: Article # \_\_\_\_ Section # \_\_\_\_ Paragraph # \_\_\_\_ Various-See Below:

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SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE APPLICANT NOTIFIED: \_\_\_\_\_ NOTIFIED BY: REGISTERED/CERTIFIED MAIL  IN-PERSON

*Note: Land Use Administrator or designee should document a written response to the applicant containing the decision and deliver it to the applicant. If delivered in-person, the applicant must sign for receipt of document.*