



# City of Caribou Sign Permit Application

Tax Assessment & Code Enforcement  
25 High Street  
Caribou, Maine 04736  
(207) 493-5961  
tmichaud@cariboumaine.org

**Note to Applicant:** Complete this application and return it with the required documents. The required fee must be returned along with this completed application. Make checks payable to: "City of Caribou", in the amount of \$50.00. Major credit cards accepted (if paying in person).

## Applicant Information

Name of Property Owner / Developer: \_\_\_\_\_

Street address of sign location: \_\_\_\_\_

Tax Map & Lot: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Application Date: \_\_\_\_\_ Number of signs included on this permit application: \_\_\_\_\_

Total Cost for all signs included on this permit: \_\_\_\_\_

Is the sign permit for a charitable and/or civic organization?                      YES                      NO

Sign details (use additional forms as needed):

- On Building                      Height (above grade): \_\_\_\_\_
- Free Standing                      Dimensions: \_\_\_\_\_
- Temporary                      Square Footage: \_\_\_\_\_
- Banner                      Materials used: \_\_\_\_\_

Please attach: (1) full color drawing with complete wording and graphics for each sign  
(2) sketch showing proposed location of any free-standing sign (show distance to boundaries)

Signs to be installed by: \_\_\_\_\_ Phone number: \_\_\_\_\_

Permanent signs may not be located within any public right-of-way without approval from the Caribou Chief of Police or his designee per 13-700§29(E)(1).

**I acknowledge that I understand and will abide by Section 13-700 § 29 of the Land Use Ordinances and to the best of my knowledge, the information submitted in this application is true and correct.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Code Enforcement Officer / Building Official                      Approval Date

1. At each intersection with a pedestrian crosswalk, curb-cut ramps should be provided on all corners. At T-intersections, ramps should be located on the side opposite the minor intersecting road.
2. Curb-cut ramps should be located and protected to prevent their obstruction by parked vehicles.
3. At marked pedestrian crosswalks, curb-cut ramps should be contained entirely within the markings, excluding any flared sides.
4. The function of the curb-cut ramp should not be compromised by other roadway features, such as, but not limited to guardrails, catch basins, manholes.

## 29. Signs.

A. Purposes: The purposes of this subsection are to:

1. Encourage the effective use of signs as a means of communication;
2. Maintain and enhance the aesthetic environment;
3. Create and maintain an attractive business climate;
4. Improve and maintain pedestrian and traffic safety;
5. Minimize the possible adverse effect of signs on nearby public and private property; and
6. Implement the intent of the Caribou Comprehensive Plan.

B. Sign Permit: Except as provided in subsection "D" below, no sign may be erected, enlarged, illuminated, or substantially altered without a Sign Permit issued by the Code Enforcement Officer after they find that the sign is in accordance with the provisions of this subsection. Each individual sign shall require a permit issued from the CEO.

B1. Sign Permit Fee: The permit fee shall be \$50.00 for each sign permit issued. Charitable and/or civic organizations must obtain a permit, however the fee is waived.

C. General Provisions.

1. Signs must be kept clean, legible, and free from all hazards such as, but not limited to, faulty wiring, loose fastenings, or deterioration, and must be maintained at all times in such condition so as not to be detrimental to the public health or safety, detract from the physical appearance and the natural beauty of the community, or constitute a distraction or obstruction that may impair traffic safety. Property owners are responsible for the conditions of signs on their property; regardless of rental arrangements. Signs for businesses that have been closed or otherwise no longer operate are required to be maintained in the same condition noted above.
2. Except for banners, flags and temporary signs conforming in all respects with the requirements of this ordinance, all signs shall be constructed of permanent materials, and shall be permanently attached to the ground, a building, or another structure by direct attachment to a rigid wall, frame, or structure.
3. Flags of the United States, Maine, Aroostook County, or any other flag allowed by the City Council, provided that such flag shall not exceed sixty (60) square feet in area and shall not be flown from a pole the top of which is more than 40 feet in height are exempt from this ordinance. The United States flag shall be flown in accordance with protocol established by the Congress of the United States in Chapter 1 of Title 4 of the United States Code.
4. Nothing within this subsection shall prohibit the use of the following signs:
  - a. Traffic safety signs, directional signs, or emergency warning signs, erected by a government agency, or a public utility.
  - b. Legal notices, identification, information, or directional signs erected or required by governmental bodies.

D. Permitted Signs: The following types of signs are permitted, except where otherwise prohibited by law, and shall not require a Sign Permit issued by the Code Enforcement Officer.

1. All permanent on-premise signs erected prior to the effective date of this Ordinance (ordinary maintenance and upkeep shall be allowed).
2. Any sign approved by the Planning Board, as an element of Site Design Review, prior to the effective date of this Ordinance or as proposed in a pending application.

E. Prohibited Signs: The following signs are prohibited in all areas of the City.

1. No permanent sign except traffic and similar public safety signs, official business directional signs (OBDS) shall be located in the public right-of-way of any street or highway unless approved by the Police Chief or his/her designee; if applicant is aggrieved by the decision of the Police Chief he or she may appeal the decision of the Police Chief to the City Council.

2. No sign shall be located so that it interferes with the view necessary for motorists to proceed safely through intersections or to enter into or exit from public streets or private roads.
3. Temporary movable signs are allowed under the following uses:
  - a. To call attention to and/or to advertise the name of a new business and the products sold or activities to be carried on in connection with a new business. In such cases, no sign shall remain at a premises for a period of more than ninety (90) consecutive days.
  - b. To advertise a special sale or sales. In such cases, a sign shall be allowed for a period not to exceed ninety (90) consecutive days.
  - c. To promote community or civic activities. In such cases, no sign shall remain in place for more than ninety (90) consecutive days.
  - d. There must be a 30 day waiting period in between each 90 day period a temporary sign is erected.
  - e. Temporary signs less than 12 square feet which are not displayed when the business is closed, are exempt from this ordinance.
4. Signs in any district shall not exceed 25 feet in height
5. Signs in any district shall not exceed 96 square feet
6. Signs in R-1 and R-2 districts that are not in compliance with the Home Occupation Ordinance or in a subdivision a sign for the purpose of identifying that subdivision exceeding 32 square feet are prohibited.

F. Non-Conforming Signs: Non-Conforming signs that were otherwise lawful on the effective date of this Ordinance may continue except as provided below:

1. No non-conforming sign may be enlarged or altered in such a manner as to aggravate the non-conforming condition.
2. A non-conforming sign may not be moved except for maintenance, change in message or repair, or replaced except to bring the sign into conformity with this subsection.

H. Specific Standards:

1. C-1, C-2, RC-2, I-1, and I-2 Districts.

The following standards apply to signs in the C-1, C-2, RC-2, I-1, and I-2 Districts.

- a. In the case of a multi-tenant or unit commercial or industrial development, the owner of such premises is responsible for compliance with this ordinance.

2. R-1, R-2 and R-3 Districts.

The following standards apply to signs in the R-1, R-2 and R-3 Districts.

- a. In the case of a multi-family development or a subdivision with an identifying name (i.e. "Solar Slopes"), the owner of such premises is responsible for compliance with this ordinance.

I. Changeable Signs: The goal of the City is to regulate the frequency and manner of change of display on each side of a changeable sign in a manner consistent to that provided by State law, and to do so in a manner that promotes highway safety.

1. Definitions

- a. Changeable Sign: "Changeable Sign" means an on-premises sign created, designed, manufactured or modified in such a way that its message may be electronically, digitally or mechanically altered by the complete substitution or replacement of one display by another on each side.
- b. Display: "Display" means that portion of the surface area of a changeable sign that is, or is designed to be, or is capable of being, periodically altered for the purpose of conveying a message.
- c. Message "Message" mans a communication conveyed by means of a visual display of text.

2. Regulations

- a. The display on each side of the changeable sign may be changed no more frequently than once every thirty (30) seconds.
- b. The display on each side of the changeable sign must change as rapidly as technologically practicable, but the display may change through phasing, rolling, scrolling or blending provided, however, that the display on each side of a changeable sign shall not flash.
- c. Changeable signs are only allowed in C-1, C-2, RC-2, I-1, and I-2 districts.

3. Administration

Pursuant to Title 23 M.R.S.A. Section 1914, Sub-Section 11-A, the changeable signs within the municipality and displays on each side of those changeable signs shall comply with all other requirements of State law. The City shall notify the Maine Department of Transportation in writing that it has adopted this Ordinance and shall send it a copy of the same. The City's Code Enforcement Officer shall administer the provisions of this Ordinance.

4. Penalty

Any person who shall violate a provision of the Ordinance, or shall fail to comply with any of the requirements thereof, shall be found guilty of a civil offense, punishable by a fine of not less than \$100.00, or more than \$2,500.00. Each day that a violation continues shall be deemed a separate offense.

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**Historical Note:** Section 13-700 §29 as amended June 27, 2005; Section 13-700 §13 as amended March 25, 2013; Section 13-700 §29 as amended June 10, 2013