



# TOWN OF MANCHESTER - BUILDING INSPECTION DIVISION

494 MAIN STREET • P.O. BOX 191 • MANCHESTER, CT 06045-0191 • PHONE: 860-647-3052 • FAX: 860-647-3144

## TEMPORARY NOVELTY SIGN REGULATIONS

The Town of Manchester Zoning Regulations requires that the Zoning Enforcement Officer must approve all signs *prior* to being displayed or installed. A temporary novelty sign allows a business to advertise, for a short period of time, a seasonal or temporary special event such as a sale, promotion, or business opening, and are permitted as one (1) temporary novelty sign for a maximum period of twelve (12) weeks per calendar year;

- Article IV, Section 13.02: Definitions- Sign Function
- Article IV, Section 13.02.08: **Temporary sign** – any sign intended to be displayed for a short amount of time announcing a seasonal or temporary activity such as a sale, promotion, business opening or special event.
- Article IV, Section 13.03: Definitions- Sign Construction
- Article IV, Section 13.03.07: **Novelty sign** – a sign, banner, pennant, valance or advertising display, teardrop banner or portable message center sign, constructed of cloth fabric, cardboard or other light material including air-activated graphics and balloon signs, intended to be displayed for a short period of time.
- Article IV, Section 13.10.04: **Temporary signs** may be permitted in any business zone in accordance with the following paragraphs.
- Article IV, Section 13.10.04.04: A business can display one **novelty sign** for a period not to exceed twelve weeks per calendar year. Teardrop banners, air-activated graphics and balloon novelty signs will not exceed 3.5 feet at their widest point and 18 feet in height. Other novelty signs will not exceed 32 sq. ft. in area and 18 feet in height.

To apply for approval of a temporary novelty sign send a letter of request by USPS mail, hand delivered, or by e-mail, include the proposed sign type, dimensions and proposed location(s) (location shown on a plot plan) along with the proposed installation and removal dates. Failure to supply all the necessary information will delay approval. There is no cost for sign review and approval.

The maximum time period allowed for the display of temporary novelty signs for each business, *after receiving Zoning Approval*, is one (1) novelty sign for a maximum period of twelve (12) weeks per calendar year, or two (2) novelty signs for a maximum period of six (6) weeks per calendar year, or three (3) novelty signs for a maximum period of four (4) weeks....

- Mechanical Signs such as illuminated “OPEN” signs.
  - Article IV, Section 13.02: Definitions- Sign Construction
  - Article IV, Section 13.03.06: **Mechanical sign** – a sign which involves motion or rotation of any part or which displays flashing lights or creates an illusion of movement.
- The Town of Manchester Zoning Regulations does not permit “mechanical signs”. All such signs must be set not to change display, flash, rotate, or create the illusion of movement in any way.
- In accordance with the Code of Ordinances of the Town of Manchester, Chapter 325 - Zoning Violations: Enforcement and Fines; A citation may be issued for any violation of the Zoning Regulations of the Town of Manchester, including any applicable approvals and conditions. Each day that any violation continues shall be deemed a separate occurrence, for which a separate fine may be applied.

Please feel free to contact me if you have any questions.

Thank-You,  
James Davis, CZEO

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