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**TOWN OF MANCHESTER**  
**PLANNING & ZONING**  
**DEPARTMENT**

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**Office of Planning & Zoning**

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Dear Business Owner,

The Town of Manchester is requesting that all of the A – frame signs and window signs comply with the current sign ordinance no later than 12/1/24. Please also remove any items that are located on Town sidewalks and within the Right of way this is the second warning.

**10.12 Temporary Signs**

- (1) The display of temporary signs must conform to the parameters described in Section 10.12. Such signs must be registered through the Town of Manchester website. For display locations not owned by the registrant, the applicant must attest to receiving landowner permission.
- (2) Such signs may not be displayed within a public right-of-way.
- (3) Such signs may not be displayed on lands owned by the Town of Manchester.
- (4) Such signs may not be internally or externally illuminated except as incidentally, externally illuminated by existing, approved site lighting.
- (5) Temporary window signs do not need to be registered, but must be considered together with any permanent window signs in calculating window coverage and vice versa.

### **10.12.1 A-frame, T-frame & X-frame Signs**

- (1) One temporary A-frame, T-frame, or X-frame sign may be displayed per unit provided it is stationary, stable, or securely affixed to the ground.
- (2) These signs may be displayed during daytime or business hours only and must be stored indoors at all other times.
- (3) These signs must be registered on the Town of Manchester website for up to 90-day increments.
- (4) Dimensional standards for these signs are indicated in Table 10-4.

### **10.9 Window Signs**

Window signs may be displayed, and may cover up to 25% of the total window area on the side of the building where such signs are located, provided that coverage for a single window does not exceed 50%. Any temporary window signs must be considered together with any permanent window signs in calculating window coverage and vice versa.

Please remove any chains or wires on the signs. If you have multiple signs we are asking you to remove them.

All temporary signs need to be removed at the close of business.

There will be no further warning regarding the signs, and enforcement efforts may be implemented without any additional warning. The signs may be removed and stored and you will receive a fine in addition to any other applicable fees.

Thank you,

Peter Brabazon

Zoning Administrator

Town of Manchester