



PLAN DETAILED REPORT PL-ADR-2025-0080
FOR CITY OF CONCORD

Plan Type:	PLAN - Architectural Design Review	Project:	2025-032 16 Manchester St ADR	App Date:	03/14/2025
Work Class:	Architectural Design Review	District:	City of Concord, NH	Exp Date:	NOT AVAILABLE
Status:	In Review	Square Feet:	0.00	Completed:	NOT COMPLETED
Valuation:	\$0.00	Assigned To:	Alec Bass	Approval Expire Date:	
Description: Install (1) face lit, back lit illuminated letter set on the North elevation 86.4 sqft and install (1) face lit, back lit letter set on the West elevation 9.3 sqft.					

Parcel:	8973	Main	Address:	16 Manchester St Concord, NH	Main	Zone:	GWP(Gateway Performance District)
----------------	------	------	-----------------	---------------------------------	------	--------------	-----------------------------------

Owner St. Mary's Bank	Applicant/Agent Sousa Signs, LLC Jason Gagnon 225 East Industrial Park Drive Manchester, NH 03109 Business: 6036225067
--------------------------	---



City of Concord
37 Green St
Concord, NH 03301
www.concordnh.gov

Permit

Permit NO. **SP-0513-2025**

Permit Type: **PLNG - Sign Or Awning**

Work Classification: **Sign**

Permit Status: **Fees Paid**

Issue Date:

Expiration:

Location Address

Parcel Number

16 Manchester St, Concord, NH

8973

Contacts

St. Mary's Bank	Sign Owner	St. Mary's Bank	Property Owner/Lease
Sousa Signs, LLC 225 East Industrial Park Drive, Manchester, NH 03109 (603)622-5067 jason@sousasigns.com	Applicant	Sousa Signs, LLC 225 East Industrial Park Drive, Manchester, NH 03109 (603)622-5067 jason@sousasigns.com	Sign Installer

Description: St. Mary's bank B-1 North Install (1) front lit / back lit illuminated wall sign on the North elevation. Sign B1

Valuation: \$0.00

Total Sq Feet: 0.00

Inspection Requests:

603-225-8580

Fees	Amount
CD - Application for Sign	\$30.00
CD - Sign application PB review	\$30.00
CD - Sign Permit Fee SF Cost	\$37.89
Total:	\$97.89

Payments	Amt Paid
Total Fees	\$97.89
Credit Card	\$97.89
Amount Due:	\$0.00

Available Inspections:	
Inspection Type	
Zoning Code Enforcement	0
CD - Final Sign	180

Applicant certifies that all the information given is correct and true and that all work performed will comply with applicable City of Concord and State of New Hampshire, Building and Fire Codes, Ordinances, Laws and Regulations.

Additional Information

Sign Dimensions: 49" x 49.5"

Total Square Feet: 16.84

Is this Sign:: New

Is this sign illuminated?: Yes

If Yes, pick one: Internal

Sign Projects over Public Right-of-Way: No

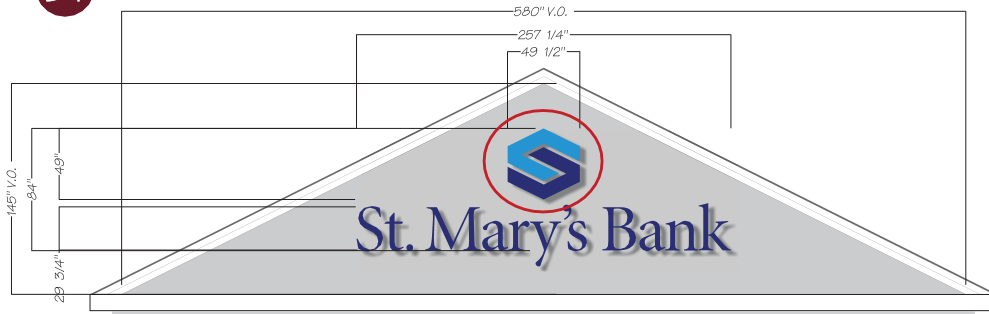
SignPermitAddtlInfo: CONDITIONS OF PERMIT • If a sign projects over a sidewalk or public way, it is mandatory for the owner to furnish a Certificate of Insurance in an amount not less than \$1,000,000, indemnifying the City of Concord against any form of liability. The policy shall provide for advance notification to the Code Administrator in the event of cancellation. If the policy should lapse or be canceled, the owner shall remove the sign immediately. • The Code Administrator or his authorized agent may revoke this permit at any time. • No portable signs shall be placed in the public right of way. • All signs shall conform to all requirements of the Zoning Ordinance for the district in which it is located. • All signs must be constructed of materials and methods conforming to the minimum standards of the City of Concord Building Code. • All signs which are illuminated or supplied with electric power must be UL listed and installed in accordance with the City of Concord Electrical Code and shall require separate electrical permits. • Sign permits are not transferrable in case of change of ownership, relocation, or alteration of size or structure.

Zoning District: GWP

Issued By: Brian Tremblay

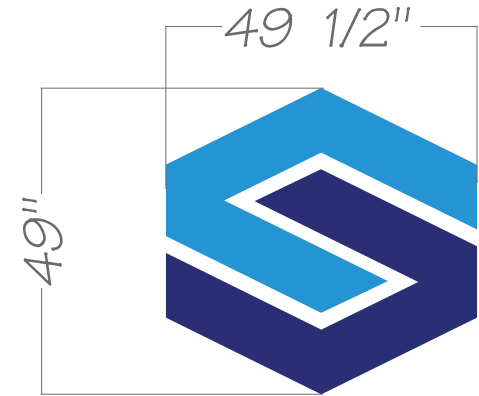
Date

B1 NORTH ELEVATION



Quantity [1]

Scope of work: Manufacture and install (1) new front lit / back lit internally illuminated, individual letter set with translucent face graphics and white halo glow. Sign colors to comply with St. Mary's Bank sign standards.



NORTH ELEVATION B1 B2

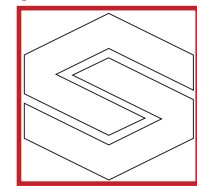
B3 WEST ELEVATION



NIGHT VIEW



Sign Area Calculation



Sign is 16.8 sq.ft

GENERAL SPECIFICATIONS

- ☐ ILLUMINATION: GE White Tetra Max High Output LED
- ☒ COLOR: Arlon #337 Process Blue Translucent Vinyl
- ☒ COLOR: Arlon #036 Dark Blue Translucent Vinyl

LETTER SPECIFICATIONS

- FACES: 3/16" Translucent White SG Acrylic
- RETURNS: 3" Gloss White Aluminum
- TRIM CAP: 1" White
- BACKS: 1/8" Clear Lexan



225 East Industrial Park Dr. Manchester, NH 03109
603-622-5067 FAX 603-624-6188

DATE: 3-14-25 JOB NAME: St. Mary's Bank - Exterior Sign Package

REP: JS JOB LOCATION: 16 Manchester St., Concord NH

CONTACT: Marc Bourbeau - 603.629.1598

AUTHORIZED SIGNATURE REQUIRED TO BEGIN PRODUCTION

"The information on this sheet is the property of SOUSA SIGNS, LLC and cannot be duplicated or used without the expressed written consent of SOUSA SIGNS, LLC."



City of Concord
37 Green St
Concord, NH 03301
www.concordnh.gov

Permit

Permit NO. **SP-0498-2025**

Permit Type: **PLNG - Sign Or Awning**

Work Classification: **Sign**

Permit Status: **Fees Paid**

Issue Date:

Expiration:

Location Address

Parcel Number

16 Manchester St, Concord, NH

8973

Contacts

St. Mary's Bank	Property Owner/Lease	St. Mary's Bank	Sign Owner
Sousa Signs, LLC 225 East Industrial Park Drive, Manchester, NH 03109 (603)622-5067 jason@sousasigns.com	Applicant	Sousa Signs, LLC 225 East Industrial Park Drive, Manchester, NH 03109 (603)622-5067 jason@sousasigns.com	Sign Installer

Description: St Mary's Bank-B3 North Install (1)62.9 face lit, back lit letter set on the North elevation.

Valuation: **\$0.00**

Total Sq Feet: **0.00**

Inspection Requests:

603-225-8580

Fees	Amount
CD - Application for Sign	\$30.00
CD - Sign application PB review	\$30.00
CD - Sign Permit Fee SF Cost	\$119.48
Total:	\$179.48

Payments	Amt Paid
Total Fees	\$179.48
Credit Card	\$179.48
Amount Due:	\$0.00

Available Inspections:	
Inspection Type	
Zoning Code Enforcement	0
CD - Final Sign	180

Applicant certifies that all the information given is correct and true and that all work performed will comply with applicable City of Concord and State of New Hampshire, Building and Fire Codes, Ordinances, Laws and Regulations.

Additional Information

Sign Dimensions: 257" X 29" 3/4

Total Square Feet: 53.1

Is this Sign:: New

Is this sign illuminated?: Yes

If Yes, pick one: Internal

Sign Projects over Public Right-of-Way: No

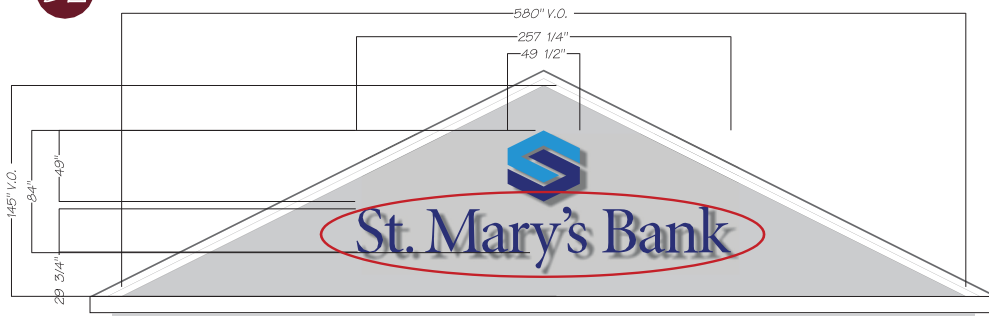
SignPermitAddtlInfo: CONDITIONS OF PERMIT • If a sign projects over a sidewalk or public way, it is mandatory for the owner to furnish a Certificate of Insurance in an amount not less than \$1,000,000, indemnifying the City of Concord against any form of liability. The policy shall provide for advance notification to the Code Administrator in the event of cancellation. If the policy should lapse or be canceled, the owner shall remove the sign immediately. • The Code Administrator or his authorized agent may revoke this permit at any time. • No portable signs shall be placed in the public right of way. • All signs shall conform to all requirements of the Zoning Ordinance for the district in which it is located. • All signs must be constructed of materials and methods conforming to the minimum standards of the City of Concord Building Code. • All signs which are illuminated or supplied with electric power must be UL listed and installed in accordance with the City of Concord Electrical Code and shall require separate electrical permits. • Sign permits are not transferrable in case of change of ownership, relocation, or alteration of size or structure.

Zoning District: GWP

Issued By: Brian Tremblay

Date

B2 NORTH ELEVATION



Quantity [1]

Scope of work: Manufacture and install (1) new front lit / back lit internally illuminated, individual letter set with translucent face graphics and white halo glow. Sign colors to comply with St. Mary's Bank sign standards.



257"
29 3/4"
St. Mary's Bank

NORTH ELEVATION B1 B2

B3 WEST ELEVATION



NIGHT VIEW



Sign Area Calculation

St. Mary's Bank
Sign is 53.1 sq.ft

GENERAL SPECIFICATIONS

- ☐ ILLUMINATION: GE White Tetra Max High Output LED
- ☒ COLOR: Arlon #337 Process Blue Translucent Vinyl
- ☒ COLOR: Arlon #036 Dark Blue Translucent Vinyl

LETTER SPECIFICATIONS

- FACES: 3/16" Translucent White SG Acrylic
- RETURNS: 3" Gloss White Aluminum
- TRIM CAP: 1" White
- BACKS: 1/8" Clear Lexan



225 East Industrial Park Dr. Manchester, NH 03109
603-622-5067 FAX 603-624-6188

DATE: 3-21-25 JOB NAME: St. Mary's Bank - Exterior Sign Package

REP: JS JOB LOCATION: 16 Manchester St., Concord NH

CONTACT: Marc Bourbeau - 603.629.1598

AUTHORIZED SIGNATURE REQUIRED TO BEGIN PRODUCTION

"The information on this sheet is the property of SOUSA SIGNS, LLC and cannot be duplicated or used without the expressed written consent of SOUSA SIGNS, LLC."



City of Concord
37 Green St
Concord, NH 03301
www.concordnh.gov

Permit

Permit NO. **SP-0499-2025**

Permit Type: **PLNG - Sign Or Awning**

Work Classification: **Sign**

Permit Status: **Fees Paid**

Issue Date:

Expiration:

Location Address

Parcel Number

16 Manchester St, Concord, NH

8973

Contacts

St. Mary's Bank	Property Owner/Lease	St. Mary's Bank	Sign Owner
Sousa Signs, LLC	Applicant	Sousa Signs, LLC	Sign Installer
225 East Industrial Park Drive, Manchester, NH 03109		225 East Industrial Park Drive, Manchester, NH 03109	
(603)622-5067	jason@sousasigns.com	(603)622-5067	jason@sousasigns.com

Description: St Mary's Bank-B3 West Install S on the West elevation / main entrance.

Valuation: **\$0.00**

Total Sq Feet: **0.00**

Inspection Requests:

603-225-8580

Fees	Amount
CD - Application for Sign	\$30.00
CD - Sign application PB review	\$30.00
CD - Sign Permit Fee SF Cost	\$11.92
Total:	\$71.92

Payments	Amt Paid
Total Fees	\$71.92
Credit Card	\$71.92
Amount Due:	\$0.00

Available Inspections:	
Inspection Type	
Zoning Code Enforcement	0
CD - Final Sign	180

Applicant certifies that all the information given is correct and true and that all work performed will comply with applicable City of Concord and State of New Hampshire, Building and Fire Codes, Ordinances, Laws and Regulations.

Additional Information

Sign Dimensions: 28" X 27".5

Total Square Feet: 5.3

Is this Sign:: New

Is this sign illuminated?: Yes

If Yes, pick one: Internal

Sign Projects over Public Right-of-Way: No

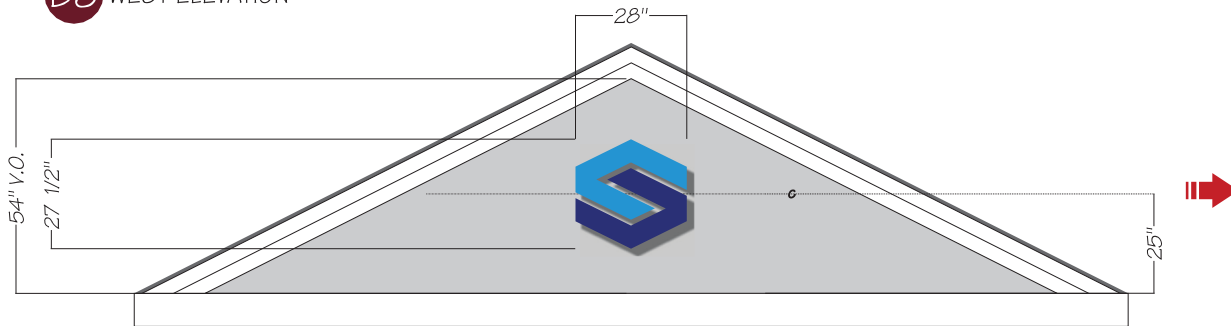
SignPermitAddtlInfo: CONDITIONS OF PERMIT • If a sign projects over a sidewalk or public way, it is mandatory for the owner to furnish a Certificate of Insurance in an amount not less than \$1,000,000, indemnifying the City of Concord against any form of liability. The policy shall provide for advance notification to the Code Administrator in the event of cancellation. If the policy should lapse or be canceled, the owner shall remove the sign immediately. • The Code Administrator or his authorized agent may revoke this permit at any time. • No portable signs shall be placed in the public right of way. • All signs shall conform to all requirements of the Zoning Ordinance for the district in which it is located. • All signs must be constructed of materials and methods conforming to the minimum standards of the City of Concord Building Code. • All signs which are illuminated or supplied with electric power must be UL listed and installed in accordance with the City of Concord Electrical Code and shall require separate electrical permits. • Sign permits are not transferrable in case of change of ownership, relocation, or alteration of size or structure.

Zoning District: GWP

Issued By: Brian Tremblay

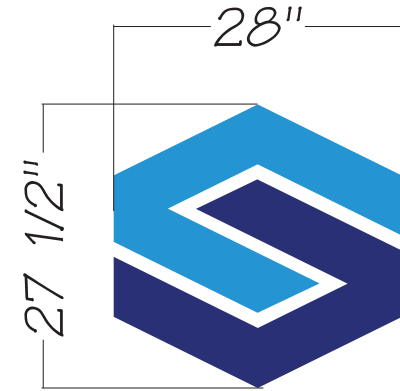
Date

B3 WEST ELEVATION



Quantity [1]

Scope of work: Manufacture and install (1) new front lit / back lit internally illuminated, individual letter set with translucent face graphics and white halo glow. Sign colors to comply with St. Mary's Bank sign standards.

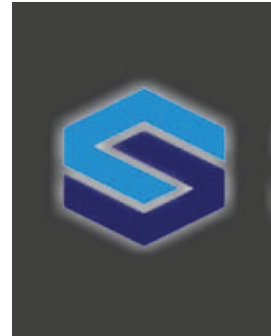


NORTH ELEVATION B1 B2

B3 WEST ELEVATION



NIGHT VIEW



Sign Area Calculation



Sign is 5.3 sq.ft

GENERAL SPECIFICATIONS

- ☐ ILLUMINATION: GE White Tetra Max High Output LED
- ☒ COLOR: Arlon #337 Process Blue Translucent Vinyl
- ☒ COLOR: Arlon #036 Dark Blue Translucent Vinyl

LETTER SPECIFICATIONS

- FACES: 3/16" Translucent White SG Acrylic
- RETURNS: 3" Gloss White Aluminum
- TRIM CAP: 1" White
- BACKS: 1/8" Clear Lexan

SOUSA
Signs

 225 East Industrial Park Dr. Manchester, NH 03109
 603-622-5067 FAX 603-624-6188

DATE: 3-14-25 JOB NAME: St. Mary's Bank - Exterior Sign Package

REP: JS JOB LOCATION: 16 Manchester St., Concord NH

CONTACT: Marc Bourbeau - 603.629.1598

AUTHORIZED SIGNATURE REQUIRED TO BEGIN PRODUCTION

"The information on this sheet is the property of SOUSA SIGNS, LLC and cannot be duplicated or used without the expressed written consent of SOUSA SIGNS, LLC."

