

FOR OFFICE USE ONLY

Address _____

Date Received _____

Date Approved _____

Approval Signature



Town of Belmont
Office of Community Development

**Commercial Sign Package
Permit Application**

AWNING

Instructions:

This application pertains to the following types of signs: Awning

Complete applicable section(s) for each type of proposed sign. (The signature of the building owner is required for processing)

All information must be provided for each type of sign. Please include drawings for each proposed sign. Please refer to last page for regulations and other requirements.

Make checks payable to: **The Town of Belmont.** The Commercial sign package permit application fee is a flat fee of **\$50.00.**

Please allow five business days for processing.

General Information

Establishment Information

Name of Establishment: _____

Address of Establishment: _____

Contact Information

Owner of Establishment: _____

Owner Address: _____

Owner Phone Number: _____

Property Information

Owner of Property: _____

Owner Phone Number: _____

Owner of Property Consent Signature:

Sign Erector Information

Sign Erector Name _____

Sign Erector Telephone Number _____

IMPORTANT NOTE: Nonconforming Signs

Signs made nonconforming as a result of new requirements of the Belmont Zoning By-Law that are subsequently enlarged, redesigned, replaced, or altered in any way including repainting in a different color, shall comply immediately with all provisions of this By-Law and provided further that any such sign which has deteriorated to such an extent that the cost of restoration would exceed 35% of the replacement value of the sign at the time of replacement shall not be repaired or rebuilt or altered except to conform to the requirements of this By-Law.

One Awning for each exterior wall of an establishment if such wall faces a public way, private way, or contains a public entrance.

Please see last page for Footnote information

Awnings ⁽¹⁾

Placement

Height Above Grade (ft)	Distance From Curb (ft)

Valance

Valance Dimensions (in)			Letter/Symbol Dimensions (in)			Letter / Symbol to Valance (%)	Letter / Symbol Margin (in)
Length	Height	Area	Length	Height	Area		

Slope

Window / Door Height (in)	Awning Height (in)	Awning to Window / Door (%)

Slope Dimensions (in)			Signage Dimensions (in)			Signage to Slope (%)	Signage Margin (in)
Length	Height	Area	Length	Height	Area		

⁽¹⁾ **Awnings.** A metal or cloth awning, whether containing signage or not, may be located 7.5 feet or higher from the ground and may project over the sidewalk, more than three feet but in no event closer than two feet to the curb line, notwithstanding any provision herein to the contrary.

- a. Valance – A valance shall consist of the vertical surface of the awning that hangs perpendicular to the ground.
 - i. The maximum height of the valance shall be 18 inches or less.
 - ii. The maximum letter or symbol height on the valance shall be 14 inches or less, with a margin around the edge of the valance of 2 inches or greater.
 - 1. If lettering and/or symbols are placed on the valance they shall only depict the company name and/or the property's address.
 - 2. Logos shall not be permitted on the valance.
 - iii. The aggregate area of letter and/or symbols shall not exceed 60% of the area of the valance.

- b. Slope – The slope of the awning shall consist of the angled surface of the awning that connects to the façade of the building and to the valance, whose height shall not exceed 50% of the height of the window or door that it hangs above. Where an awning hangs above a window and a door, the height of the awning shall not exceed the height of the window that it hangs above.
 - i. If a wall sign either exists or is also proposed, no signage shall be permitted on the slope.
 - ii. If lettering and/or symbols are placed on the valance, then signage located on the slope shall be restricted to one logo.
 - iii. Signage on the slope shall not exceed 25% of the area of the slope, and shall have a margin around the edge of the slope of 2 inches or greater.

- c. Sides – Signage shall not be placed on the vertical surfaces of the awning that connects the façade of the building to the slope and to the valance.