



**TOWN OF BELMONT
OFFICE OF COMMUNITY DEVELOPMENT**

Homer Municipal Building
19 Moore Street
Belmont, Massachusetts 02478

Telephone: (617) 993-2666 Fax: (617) 993-2651

SPECIAL PERMIT FOR STANDING SIGNS

All Special Permits for standing signs are granted by the Planning Board. Please note that the Special Permit process can take anywhere from 4-6 months to complete.

SUBMISSION REQUIREMENTS:

7 COPIES of the following information must be submitted in order for the application to be considered complete:

1. The **Special Permit Application**;
 - a. If you are a tenant, a letter of consent from your landlord is also required.
2. A **Written Description** of the sign;
 - a. Height, size, shape, color, lighting (how will it be lit and the hours that it will be lit), etc.
3. A **Certified Plot Plan** identifying the location of the sign;
4. **Renderings/Plans** for the sign clearly indicating its size;
5. A **Total Fee of \$275.00** - two checks:
 - a. One check for **\$150** to the "Town of Belmont" to cover administrative expenses, and
 - b. The other for **\$125** to the "Town of Belmont" to pay for the legal advertisements.
 - c. An additional **\$50** is required if your property is within 300' of a surrounding town.
6. **Anything Else** that you feel is relevant to your application, such as photographs or landscape plan for the base of the sign, ETC....