

FOR OFFICE USE ONLY

Address _____

Date Received _____

Date Approved _____

Approval Signature _____



Town of Belmont
Office of Community Development

**Commercial Sign Package
Permit Application
(Excluding Freestanding Signs)**

Instructions:

This application pertains to the following types of signs: Wall, Window, Projecting, Awning, and Temporary ⁽¹⁾. Free Standing Signs require a separate permitting process.

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.** (**Temporary Sign fee is \$20.00**)

Please allow five business days for processing.

Window Sign ^{(3) (5)}

	Window Dimensions			Sign Dimensions			% of Window Area	Material ⁽⁵⁾	Source of Illumination ⁽¹⁾
	Length	Height	Area	Length	Height	Area			
Sign 1									
Sign 2									
Sign 3									
Sign 4									
Sign 5									

Projecting Sign ^{(2) (5)}

	Sign Dimensions			Sign Location			Material ⁽⁵⁾	Source of Illumination ⁽¹⁾
	Length	Height	Area	Distance from Building	Distance Over Public Way	Distance From Curbing		
Sign 1								
Sign 2								
Sign 3								

Awnings ⁽⁴⁾

	Awning Dimensions			Material ⁽⁵⁾	Source of Illumination ⁽¹⁾
	Length	Height Above Sidewalk	Distance From Curbing		
Awning 1					
Awning 2					
Awning 3					
Awning 4					
Awning 5					

Sign Erector Information

Sign Erector Name _____
Sign Erector Telephone Number _____

Please turn over for Footnote information.

(1) **Sign Information –**

Movement. No sign shall contain any visible movable or moving parts (except for the hands of a traditional analog type, i.e., non-digital clock whose face does not exceed 36 inches in diameter), any moving, flashing, or animated lights, or any automatically changing written or pictorial matter or message.

Illumination. No sign shall be illuminated between the hours of 10:00 p.m. and 6:00 a.m. unless the premises on which it is located are open for business. Signs may be illuminated only by the following means:

- 1) By a white, steady stationary light shielded and directed solely at the sign;
- 2) By interior non-exposed lights;
- 3) By exposed neon or similar tube illumination.

Temporary Signs. Temporary signs must comply with the requirements for permanent signs, except signs for charitable and public safety purposes, which may be authorized by the Building Inspector despite noncompliance. Before a temporary sign (other than a temporary sign placed in a window) shall be erected, there shall be deposited with the Town Treasurer the sum of \$20.00 for each sign, and the Town Treasurer shall notify the Building Inspector. The deposit shall be refunded only upon the removal of the sign.

Sign Location. Signs attached to a roof and v-shaped signs attached to buildings are not permitted. Signs attached to a building must be either flat against the wall or perpendicular to the wall. If attached flat against the wall, the sign shall not project more than 12 inches outward or six inches upward from the wall or parapet of the building. If perpendicular to the building, the sign may not project more than five feet from the building, three feet over a public sidewalk, and shall be no less than two feet from the curb line. The minimum vertical clearance to the underside of any sign projecting over a sidewalk or other pedestrian or vehicular passage shall be 10 feet above the surface of the sidewalk or passage.

(2) **Attached (Wall) Signs.** Attached Signs. One sign for each exterior wall of an establishment if such wall faces a public way, private way, or contains a public entrance.

Wall Mounted - The area of the sign may not exceed the lesser of 10% of the wall area of such establishment or 65 square feet.

Projecting – The area of the sign may not exceed 12 square feet if projecting perpendicular to the wall.

More than one sign - The Planning Board may grant a Special Permit authorizing more than one identifying sign on an exterior wall provided that the aggregate area of such signs does not exceed the limits set forth herein.

(3) **Window Signs.** Permanent signs painted or placed on the inside of the glass of a window shall be permitted, provided that the aggregate area of such signs does not exceed 20% of the area of the window glass. Removable signs temporarily affixed to the window are permitted, provided that the aggregate area of the window covered by signs, including permanent signs, does not exceed 50%.

(4) **Awnings.** A metal or cloth awning, whether containing advertising or not, may be 7.5 feet 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.

(5) **Materials and Installation –**

Wall Signs - which have an area exceeding 40 square feet shall be constructed of metal or other approved noncombustible material.

Projecting Signs - shall be constructed entirely of metal or other approved noncombustible material.

Temporary Signs - of combustible construction shall not be more than 10 feet in one dimension.