

**FOR OFFICE USE ONLY**

Address \_\_\_\_\_

Date Received \_\_\_\_\_

Date Approved \_\_\_\_\_

\_\_\_\_\_  
Approval Signature



Town of Belmont  
Office of Community Development

**Commercial Sign Package  
Permit Application**

**WALL – DIRECTORY - WINDOW**

**Instructions:**

**This application pertains to the following types of signs: Wall, Directory, Window, and Temporary <sup>(1)</sup>.**

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.

**Please see last page for Footnote information**



**<sup>(1)</sup> General Requirements**

- a) **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.
- b) **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 legally 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.
- c) **Temporary Signs.** Temporary signs must comply with the requirements for permanent signs, except for temporary non-commercial signs allowed in all districts without a permit from the Building Inspector.
- d) **Removability.** No sign shall be painted or posted on the surface of any wall without an intermediary removable surface.
- e) **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.

**<sup>(2)</sup> Attached (Wall) 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.

**<sup>(3)</sup> Directories.** One directory of the establishments occupying a building or identification of the principal such establishment at each public entrance to the building. Such directory shall not exceed 1.5 square feet in area for each establishment occupying the building.

**<sup>(4)</sup> Window Signs.** Window signs (permanent and/or temporary) shall be permitted, provided that the aggregate area of such signs does not exceed 20% of the area of the window glass.

**<sup>(5)</sup> 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.