

FOR OFFICE USE ONLY

Address _____

Date Received _____

Date Approved _____

Approval Signature



Town of Belmont
Office of Community Development

**Commercial Sign Package
Permit Application**

MARQUEE

Instructions:

This application pertains to the following types of signs: Marquee.

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 Marquee 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

Marquee ⁽¹⁾

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

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

Sign Dimensions			Signage Margin (in)
Length	Height	Area	

Wall Dimensions			Signage % of Wall Area
Length	Height	Area	

Marquee (Face) Dimensions			Signage % of Marquee Area
Length	Height	Area	

⁽¹⁾ **Marquee.** A metal or cloth, roof-like projection extending from the façade of a building with a vertical surface or “face” greater than 18 inches in height, whether containing signage or not, the Marquee 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. The height of a marquee shall not exceed more than 30% of the height of the window or door that it hangs above. Where a marquee hangs above a window and a door, the height of the marquee shall not exceed 30% of the height of the window that it hangs above.
- b. If a wall sign either exists or is also proposed, neither a marquee structure nor sign shall be permitted.
- c. A marquee shall be permitted in lieu of a wall sign, and signage on the marquee shall be subject to the following provisions:
 - i. The signage shall be located on the face (the vertical surface of the marquee that hangs perpendicular to the ground). Signage shall not be permitted on the roof (the top of the marquee, whether sloped, angled, or flat), nor on the sides (the vertical surfaces of the marquee that connect the façade of the building, the roof, and the face),
 - ii. The signage area may not exceed the lesser of 10% of the wall area of such establishment, 65 square feet, or 50% of the area of the face, and shall have a margin around the edge of the face of 2 inches or greater.