

AMESBURY

Planning Board
Tel: (978) 388-8110
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Town Hall
62 Friend Street
Amesbury, MA 01913-2884

SIGN APPLICATION

I. General

1. Definitions, standards, regulations and other requirements for signs are specifically detailed in Section VII of the Amesbury Bylaws, dated April 12, 1971, and as amended. The applicant should review the appropriate sections prior to submitting an application.

INCOMPLETE AND/OR INCORRECT APPLICATIONS WILL NOT BE ACTED UPON.

If this application is approved by the Planning Board, a building permit is required BEFORE the approved sign can be installed, changed, altered, or erected.

A Filing Fee of \$75.00 (Payable to the Town of Amesbury) is required at the time this application is submitted to the Planning Board.

II. Applicant Information

1. Name (Applicant) _____
2. Address: _____
3. Telephone Number _____ fax # _____
4. Name (Property Owner) _____
5. Premises of Sign: _____
6. Zoning District: _____ Property Frontage _____
7. Assessors Office: Map # _____ Lot # _____

III. Sign

1. Type and Number of Signs: _____
2. Dimensions: _____ Total Area _____
3. Location of Sign (See Note 1) _____
4. Means of Hanging or Affixing Sign: _____
5. Sign Materials _____
6. Design: Attach drawing of proposed sign(s) accurately showing dimensions, lettering, bracket or supports, etc., as required in the Bylaw.
7. Sign Illumination: _____
8. Special Requirements:
 - a. Downtown Business District (See section VII.F)
 - b. Massachusetts Historical Commission approval letter
(Required for Historic District)
9. Sign Contractor: _____
Telephone _____ Signature _____

IV. Building Inspector Review

1. _____
(Signature **required** and denotes complete application) Date

V. Signatures

1. _____
(Applicant **required**) Date

2. _____
(Property owner **required** if different from Applicant) Date

Note (1): **LOCATION(S) OF SIGN(S) SHALL BE SHOWN ON A SITE PLAN DRAWING (Scale 1"=40') AND BUILDING ELEVATION OR FACADE DRAWINGS (Scale 1"=8') AS REQUIRED IN SECTION VII**

Planning Board Comments: _____

Planning Board Approval

Date of Approval _____

FILING YOUR SIGN APPLICATION

The purpose of this memorandum is to help you understand the process that you need to follow to get your Sign Review Application filled out, submitted and approved by the Amesbury Planning Board.

1. Obtain a Sign Review application on-line or from the Planning or Building Inspector's Office.
2. Read Section VII, Signs in the Amesbury Bylaws www.amesburyma.gov. It is your obligation to understand the regulations and requirements for signs. If you have questions, you should contact the Design Review Committee or consult with the sign contractor who will be making and/or installing your sign.
3. Upon completing the application, return it and all required drawings (10 color copies of sign) and/or information to the Planning Board along with the fee (\$75.00).
4. The Design Review Committee will review the Sign Application within thirty (30) days at a regularly scheduled meeting and submit a recommendation to the Planning Board. It is strongly recommend that the applicant and the sign contractor attend the meeting.
5. Upon approval of the Planning Board, the approval form will be given to the Building Inspector. The applicant is responsible for obtaining a building permit for his sign.

THANK YOU FOR YOUR COOPERATION AND ASSISTANCE IN HELPING TO IMPROVE THE QUALITY OF SIGNS AND THE APPEARANCE OF OUR TOWN.

SIGN PERMIT APPLICATION SUBMISSION REQUIREMENTS



Application Complete



Application Incomplete for Reasons Circled

1. **TYPE OF SIGN**
(refer to Amesbury Zoning Bylaw, Section VII)

2. **ZONING DISTRICT**

3. **LOCATION PLAN** showing placement of the sign(s) on the property, with dimensions from sign to building, roadway, sidewalk, etc.

4. **ELEVATION DRAWING OF SIGN(S) SHOWING OVERALL DIMENSIONS,**
height, size of letters, and placement on building for wall mounted signs.

5. **TYPE & COLOR OF MATERIALS** from which sign is to be constructed, clearly labeled on elevation drawing.

6. **METHOD OF ILLUMINATING THE SIGN** location, type & intensity of lighting.

7. **METHOD OF MOUNTING THE SIGN** showing bracket details if wall mounted, post details if ground mounted.

NOTES:

1. For color or computer generated drawings, submit **ten (10) copies**.
2. Photographs may be submitted in addition to elevation drawings.
3. Indicate whether sign is one-sided or two-sided.

If you have any questions, please call the Planning Board Office at 978 388-8110