



**OFFICE OF COMMUNITY DEVELOPMENT**  
**Town of Belmont**  
**Homer Municipal Building**  
**19 Moore Street**  
**Belmont, Massachusetts 02478-0900**  
**Telephone: (617) 993-2666 Fax: (617) 993-2651**

Office Use - Timestamp
PB -

**APPLICATION FOR A WAIVER TO ERECT A SIGN**

Date Submitted \_\_\_\_\_

The undersigned hereby applies for a waiver from the Planning Board to erect a sign that does not meet the dimensional or operational requirements of the Sign By-Law as follows:

Sign Type(s) Requiring a Waiver: \_\_\_\_\_

Section of the By-Law: \_\_\_\_\_

Location of Sign (Street address): \_\_\_\_\_

Name of Business: \_\_\_\_\_

Owner of Business: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner of Sign: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Sign Erector: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Size of Sign\* Length: \_\_\_\_\_ Height (to top of sign): \_\_\_\_\_ Square Feet: \_\_\_\_\_ Thickness: \_\_\_\_\_

\*Refer to Zoning By-Laws for dimensional limitations. Attach additional paper if necessary.

Material(s): Frame: \_\_\_\_\_ Face: \_\_\_\_\_ Supports: \_\_\_\_\_

Will it be illuminated? \_\_\_\_\_ If so, how? \_\_\_\_\_ What Hours? \_\_\_\_\_

Are there any other signs for the business? \_\_\_\_\_ If so, how many? \_\_\_\_\_ Size \_\_\_\_\_

Type and Location \_\_\_\_\_

I hereby certify that dimensions and other information on this application and plans or sketch submitted herewith are correct and that all applicable provisions of Statutes, Regulations and By-Laws will be complied with.

Signature \_\_\_\_\_

**(Office Use Only)**

**Planning Board Decision**

Conditions:

Granted W/D Denied

Date:

Approval Signature on behalf of the Planning Board:

## Submission Requirements

**10 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 Project Statement;**
  - a. A **Written Description** of the sign;
    - i. Height, size, shape, color, lighting (how will it be lit and the hours that it will be lit), etc.
  - b. A brief **Narrative** explaining why the sign will not adversely impact the health and safety of nearby persons or property and that granting the waiver is materially consistent with the purposes of the By-Law;
- 3) **For Standing Signs only - 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 \$525.00** - two checks:
  - a. One check for **\$350** to the “Town of Belmont” to cover administrative expenses, and
  - b. The other for **\$175** to the “Town of Belmont” to pay for the legal advertisements.
  - c. A third check for **\$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 Standing Sign, etc.