

Plan Review Sign Permit Application
Massachusetts State Building Code & Grafton Zoning By-Law



Property Address: 25 GRAFTON COMMON

Review by: _____

Review Date Started: _____ Completed Review Date _____

E-Mail Address _____

PROCEDURE FOR OBTAINING A SIGN PERMIT

GENERAL SUBMISSION INFORMATION:

1. Massachusetts State Building Code, 780 CMR 8th Edition & Grafton Zoning By-Law
2. Application form page 2
 - o Property Address
 - o Zoning District
 - o Type of Sign
 - o Owner of Property
 - o Owner of Sign
 - o Contractor
3. Complete pages 3 - 10 of application form
4. Plot Plan required when proposing a new sign structure or increasing a non-conforming pre-existing sign
 - o This plan shall be prepared by an Engineer or Registered Land Surveyor in accordance with the Massachusetts Registration Laws, and submitted to the Inspector of Buildings prior to framing
 - o Location of existing and proposed construction with dimensioned setbacks
 - o Location of lot lines, dimensions of lot & frontage
 - o Property address: map & lot number, zoning district & overlays
 - o Statement that existing condition does / does not lie within a Flood Hazard Zone as shown on the F.E.M.A map of the Town of Grafton
 - o Septic System location with reserve area
 - o Well location if applicable
 - o Wetland delineation if applicable
 - o North Arrow
 - o Drawing scale
 - o Date of Document
 - o Location & dimensions of public easements, public utility easements, railroad right-of-ways, and established zoning setback requirements.
 - o Location & dimensions of primary & accessory buildings & structure also street access drives and walks or other conditions rendering the land surface impervious
 - o §R403 1.7.2 Foundation Clearance from Slopes

The Plan Submitted to Have

- Original Seal (wet seal)
- Original signature
- A copy electronically submitted in PDF or Auto Cad Format

RECEIVED

SEP - 4 2019

**PLANNING BOARD
GRAFTON, MA**

COPY

EXHIBIT 2



TOWN OF GRAFTON

Sign Permit Application

Date _____ Fee _____ Permit Number _____

Applications that are incomplete, will be returned

Please print clearly in ink

Location: _____ Zoning District _____ Map _____ Lot _____

Use Group: _____ Construction Type: _____

OWNER OF PROPERTY			
Name	SJH INVESTMENTS INC.		
Address	4 ENGLISH ROW		
City	GRAFTON	State	MA Zip 01560
Signature		Phone Number	508 726 9394

OWNER OF SIGN		
Name		
Address		
City	State	Zip
Signature of Owner		

Contractor or Erector			
Name	LYONS SIGNS		
Address	1454 GRAFTON ST.		
City	WORCESTER	State	MA Zip 01604
Signature		Phone Number	508 754 2501

Type of Sign	
Freestanding _____	Wall <u>2</u> _____
Directory _____	Window _____
Changeable Electronic Variable _____	Other <u>AFFIXED TO CORNER OF BUILDING</u>
Non-Profit Dates Of Display _____	Name of function _____

Specifications: _____

Color of Sign: _____

Method of Illumination _____

Materials of Construction _____

Permit must be accompanied with a drawing of the proposed sign, and a drawing showing the proposed location of sign. This may require Site Plan prepared by Engineer or Registered Land Surveyor showing location of buildings or structure to lot lines also proposed location of new structures (signs) or increasing a non-conforming pre-existing sign as described on page 1 section 4 of this document.

Sketch / Location of sign:

All signs erected under this By-Law shall be erected in the exact location and manner described in this permit application.

The permit Number Shall be Clearly Visible on all Permitted Signs.

(4.4.3.4) NON-PROFIT ORGANIZATIONS

Non-Profit organizations may have a permit to display a sign at no fee providing they comply with the following:

A sign area of no more than 32 square feet in area, to be displayed no more than thirty (30) days before and seven (7) days after the event. (4.4.3.1)

Cannot be displayed in a manner that could be a hazard to pedestrians or vehicles.

Approved _____ Date _____

Conditions _____

Plan Review Sign Permit Application Request for Additional Information

4.4.3.4 Business, Office, Industrial, and Village Mixed Use Districts (NB, CB, OLI, I, and VMU)

4.4.2.1 Illumination

2. Changeable Electronic Variable signs are permitted only in the Community Businesszoned districts (this shall not apply to existing non-conforming signs of these types).

No sign shall be permitted in a business district except as follows:

4.4.3.4.1 Exterior Signs

1. There shall be no more than one exterior sign for each store, not including directional or informational signs, except as provided herein. The exterior sign may be a wall sign, individual letter sign, or sign projecting from a building.

2. If the store has a direct entrance into the store in a wall other than the store front, there may be a secondary sign affixed to such wall and, if the store has a wall other than the store front, that faces upon a street or parking area, there may be a secondary sign affixed to such wall whether or not such wall contains an entrance to the store; provided, however, that no store shall have more than two (2) secondary signs in any event. The display surface of each of the secondary signs shall not exceed six (6) square feet.

Secondary Wall Sign Approved When Checked

demonstrate compliance by submitting a building elevation plan depicting the locations of the proposed secondary signs

* SEE ATTACHED PICTURES

WE ARE SEEKING A SPECIAL PERMIT TO
ALLOW 2 MATCHING SIGNS AFFIXED AT EACH
CORNER OF BUILDING. EACH SIGN IS 13.75 SQ FT.
IN AREA.

3. A wall sign or individual letter sign shall meet all of the following criteria:

A. Height : The height of any sign shall not exceed four (4) feet, and no sign shall project above the highest line of the roof of a building.

Height of Sign Approved When Checked

demonstrate compliance by submitting a building elevation plan depicting the locations of the proposed signs

~~*SEE PICTURES 1, 2 + 3~~

N/A

B. Length :

1.) For any building fully occupied by a single store/business, the length of a sign shall not exceed the lesser of the full length of the side of the building to which the sign will be affixed or forty (40) feet; or,

Length of Sign for Building Fully Occupied by Single Store Approved When Checked

demonstrate compliance by submitting a building elevation plan depicting the locations of the proposed sign including the all the calculation to comply with this section of the by-law

N/A

2.) For any building occupied by more than one store/business, the length of a sign for each store/business shall not exceed the lesser of two (2) feet shorter than the length of the wall occupied by that store/business to which the sign will be affixed or twelve (12) lineal feet.

Length of Sign Occupied by more than one Store Approved When Checked

demonstrate compliance by submitting a building elevation plan depicting the locations of the proposed signs including the all the calculation to comply with this section of the by-law

N/A

C. Area :

1.) For any building fully occupied by a single store/business, the area of a sign shall not exceed one and one-quarter ($1 \frac{1}{4}$) square feet for each lineal foot of the store wall to which the sign will be affixed; or,

Area of Sign Fully Occupied by Single Store Approved When Checked

demonstrate compliance by submitting a building elevation plan depicting the locations of the proposed signs including the all the calculation to comply with this section of the by-law

FRONT RIGHT PROTRUDING SIGN $3' \times 4'7" = 13 \frac{3}{4}$ SQ FEET IN AREA
REAR LEFT PROTRUDING SIGN $3' \times 4'7" = 13 \frac{3}{4}$ SQ FT IN AREA

*SEE ATTACHMENT LABELED '4'
THE FACADE WHICH SIGNS WOULD BE AFFIXED IS
120' IN LENGTH AND 33' IN HEIGHT.
TOTAL SQUARE FOOTAGE FOR BOTH SIGNS IS 27.5,
WHICH IS LESS THAN LENGTH OF 120'.

2.) For any building occupied by more than one store/business, the area of sign for each store/business shall not exceed one and one-quarter ($1 \frac{1}{4}$) square feet for each lineal foot of store wall occupied by that store/business to which the sign will be affixed.

Area of Sign Occupied by more than one Store Approved When Checked

demonstrate compliance by submitting a building elevation plan depicting the locations of the proposed signs including the all the calculation to comply with this section of the by-law

N/A

4. A sign projecting from a building shall not project more than six (6) feet and shall not contain more than twenty-four (24) square feet of display surface. A sign which projects over a sidewalk may not contain more than six (6) square feet of display surface. Within the OLI and I District, one projecting sign shall be allowed per exterior doorway.

Projecting Signs from Buildings Approved When Checked

demonstrate compliance by submitting a building elevation plan depicting the locations of the proposed signs including the all the calculation to comply with this section of the by-law

BOTH SIGNS ARE $13\frac{3}{4}$ SQ FT IN AREA AND PROJECT LESS THAN 4' FROM BUILDING
THE REAR LEFT SIGN WILL BE MOUNTED ABOVE GREEN SPACE AND WILL NOT INTERFERE WITH SIDEWALK.
THE FRONT RIGHT SIGN WILL BE PARTIALLY OVER THE SIDEWALK BUT WILL BE 8' ABOVE THE SIDEWALK.

5. Any business may divide the total display area of the one (1) exterior sign affixed to the front wall of the building, to which they are entitled as herein above provided, into separate signs affixed to and parallel to such wall and indicating the separate operations or department of the business; provided, however, that the total of the width of the separate signs shall not exceed the maximum width permitted under this By-Law for a single exterior sign on such wall.

Divided Total Display Area Approved When Checked

demonstrate compliance by submitting a building elevation plan depicting the locations of the proposed signs including the all the calculation to comply with this section of the by-law

N/A

4.4.3.4.4 Freestanding Signs

1. In addition to signs permitted in Sections 4.4.3.4.1, 4.4.3.4.2, and 4.4.3.4.3, one freestanding sign per lot is permitted, subject to the following provisions.

2. A freestanding sign may have one (1) square foot of area for each four (4) linear feet of front lot distance, up to a maximum of seventy-five (75) square feet of sign area. If the front lot line is less than one hundred (100) lineal feet, a sign area of twenty-five (25) square feet is permitted. If the front lot line is more than three hundred (300) lineal feet, a sign area of ninety-five (95) square feet is permitted, provided that such a sign is set back from the front lot line at least fifty (50) linear feet.

FreeStanding Sign Area Approved When Checked

demonstrate compliance by submitting a plot plan depicting the location of the proposed freestanding sign including the all the calculation to comply with this section of the by-law

N/A

3. Freestanding signs shall not be more than ten (10) feet in height above the ground, excepting that they may increase in height by one (1) foot above ten (10) feet for each two (2) feet they are set back from the front lot line. No freestanding sign shall be higher than twenty-five (25) feet above the ground.

FreeStanding Sign Set back Approved When Checked

demonstrate compliance by submitting a plot plan depicting the location of the proposed freestanding sign including the all the calculation to comply with this section of the by-law

N/A

CHECKLIST FOR APPLICATION

- Zoning Application Included
- 3 Sets of plans for building or structure including "Plan Review Sign Permit Application Request for additional information"
- Site Plan prepared by Engineer or Registered Land Surveyor showing location of buildings or structure to lot lines also proposed location of new structures as per 780 CMR 110.10
 - a.k.a. As Built Site Plan prepared by Engineer or Registered Land Surveyor showing location of buildings or structure to lot lines also location of new structures as per 780 CMR 110 Date delivered ____/____/____
- Copies of Variances or Special Permits Granted by the Planning Board or Zoning Board of Appeals or any other Town Boards
- Worker's Compensation Certificate
- Insurance Binder from Insurance Company made out to the Town of Grafton
- Copy of Construction Supervisor License

Type	Description
U	Unrestricted (up to 35,000 Cu. Ft.)
R	Restricted 1&2 Family Dwelling
M	Masonry Only
RC	Residential Roofing Covering
WS	Residential Window and Siding
SF	Residential Solid Fuel Burning Appliance Installation
D	Residential Demolition

- Copy of Home Improvement Registration (If applicable)
- All monies due to the town must be paid

Building Department Notes:
