



# Application for Sign License

## Zoning Bylaw (ZBL) Section 7

Town of Acton  
Planning Department  
472 Main Street  
Acton, MA 01720  
(T) 978-929-6631; (F) 978-929-6340  
planning@acton-ma.gov

License fee: \$45.00

(office use only)

License #: \_\_\_\_\_ Fee submitted: \_\_\_\_\_ Non-Profit (501.c.3):  YES  NO

Date Received: \_\_\_\_\_ Check#: \_\_\_\_\_ Cash: \_\_\_\_\_

Please complete sections A, B, and C below and on the next page; and attach the following:

- A complete color image drawn to scale of your proposed sign with exact width, height, display area, and thickness shown.

For wall, projecting, and awning signs only:

- Image of building elevation with proposed sign shown.
- Detail plan drawn to scale with proposed sign & exact dimensions to architectural features shown, such as horizontal and vertical edges and lines, windows, moldings, sills, eaves, etc.

For a freestanding sign only:

- Sign location plan drawn to scale showing proposed sign with nearby site features, including nearest building & the sign's exact dimensions to nearest property boundaries.
- Landscaping plan with area dimensioned and plantings shown and listed.
- Location and license of all other freestanding signs on the same lot or property (if any).

For sign illumination:

- Sign illumination plan & specifications.

Other:

- Locations and licenses of all other signs advertising the same business (if any).
- Any other pertinent information about the proposed sign and its location, including items requested below.

### A. Applicant Information

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

### B. Sign License Request

Business Name: \_\_\_\_\_ Address: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Type of proposed sign:  Wall Sign  Projecting Sign  Awning Sign  Freestanding Sign

Is the location in an Historic District?  YES  NO Attach certificate  YES  NO

Does this sign replace an existing licensed sign?  YES  NO

Are there any other signs for the same business?  YES How many? \_\_\_\_\_  NO

If yes, have they received licenses?  YES  NO

Will this sign be illuminated?  YES  NO

Is this Application for a secondary sign?  YES  NO

Is this application for a business center sign?  YES  NO

What materials will be used -

- for the sign face or panel or letters? \_\_\_\_\_

- for the sign frame? \_\_\_\_\_

- for the sign support structure? \_\_\_\_\_

**Complete Applicable Portion Below**

**1. Wall Sign:**

Is business located on a building floor other than the ground floor?  YES  NO  
If business is on ground floor - Length of front wall occupancy of business (building width or width between centers of dividing walls): \_\_\_\_\_

**2. Projecting Sign:**

Projecting distance from wall: \_\_\_\_\_  
Does the sign project over a sidewalk or walkway?  YES - Vertical clearance: \_\_\_\_\_  NO

**3. Awning Sign:**

Projecting distance from wall: \_\_\_\_\_  
Shape of awning:  convex/rounded  rectangular  
Does the sign project over a sidewalk or walkway?  YES - Vertical clearance: \_\_\_\_\_  NO

**4. Freestanding Sign:**

Are there any other freestanding signs on the same lot or property?  YES How many? \_\_\_\_  NO  
Highest point of sign above grade: \_\_\_\_\_  
Distance of the closest point of the sign, including frame and support structure -  
to the front lot line: \_\_\_\_\_ and to the nearest side lot line: \_\_\_\_\_

**Signatures**

**C. Applicant's Signature and Property Owner's Signature are required**

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
Property Owner's Signature Property Owner's Name (print)

**Sign License Approval**

(office use only)

For freestanding signs, check box for building inspector review

\_\_\_\_\_  
**Approval Signature** **Date**

**Conditions and Limitations:**

- 1. This application form, including all attachments submitted with the application, when signed for approval shall constitute the Sign License.
- 2. The sign shall be erected and maintained at all times in compliance with the Zoning Bylaw and this Sign License.
- 3. If at any time during the life of this Sign License, the business or use is terminated, this License shall expire and the sign shall be removed within thirty (30) days.
- 4. Other:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Please Read Prior to Submitting Your Application

- All sign applications shall be made to the Zoning Enforcement Officer through the Planning Department located on the Ground Level of Town Hall, 472 Main Street, Acton, MA 01720.
- All signs subject to the requirements of Zoning Bylaw Section 7.7 through 7.13 shall require a Sign License or Permit from the Zoning Enforcement Officer and no such sign shall be erected before issuance of the License. Failure to obtain necessary Sign License prior to the sign being displayed may result in enforcement action commencing and/or a citation being issued.
- Be aware that a business which is located within a Local Historic District (West Acton, South Acton, or Acton Center) a sign requires a Certificate of Appropriateness or Certificate of Non-Applicability from the Historic District Commission prior to the issuance of any Sign License.
- Certain signs require a Special Permit from the Planning Board pursuant to Zoning Bylaw Section 7.13. The issuance of the Special Permit is required prior to issuance of any Sign License.
- Any changes to a sign, including the re-facing of an existing sign to a different business name, design, or logo requires a new Sign License.
- Applications shall be completed and submitted by the business owner or their authorized agent. It is the applicant's responsibility to thoroughly and accurately complete the application including all required attachments.
- An application's completeness, legibility and accuracy will directly affect the time required to process and review said application.
- Any sign application which is deemed to be incomplete may be rejected or denied.
- All information submitted as part of this sign license application will be thoroughly reviewed in order to determine whether the proposed sign is in compliance with the Zoning Bylaw. Reviewing staff may request additional information and clarifications from the applicant before issuing or denying the License.
- The complete Zoning Bylaw, including Section 7 – Signs and Advertising Devices, can be viewed on the Town of Acton website at [www.acton-ma.gov](http://www.acton-ma.gov) (direct link <http://www.acton-ma.gov/index.aspx?nid=294>).

If you have any questions regarding this application form, please feel free to contact the Planning Department at (978) 929-6631, Monday through Friday (except holidays) between the hours of 8:00am and 5:00pm.