



CITY OF PEABODY, MASSACHUSETTS
Application for Sign Permit Approval

For office use: Permit number: _____

Date of issue: _____

(Date Received)

Inspector's signature: _____

For all signs to be located in the City of Peabody: File ten (10) copies of completed application form and ten (10) copies of all attachments as indicated below with the City Clerk. The Sign Review Board shall schedule a public hearing within fourteen (14) days of filing. *Applicant must be present at the hearing.*

Please note: Incomplete applications will not be accepted. *Review the sign ordinance prior to filling out this application.*

To the Sign Review Board:

The under signed herewith submits said application and plan for approval:

A. Business Name _____

B. Name and Address of Applicant _____

Telephone Number (Home) _____ (Business) _____

C. Name and Address of Property Owner _____

D. Name and Address of Sign Maker _____

Telephone Number _____

ANSWER THE FOLLOWING QUESTIONS IN FULL:

1. Address where sign will be located _____

2. Zoning District (Available at the Assessor's Office) _____

3. Distance of Building from Public Way _____

4. Name of Road(s) Sign(s) intended to face _____

5. Type of Sign(s) being applied for:

Wall Sign (primary) _____ Wall Sign (Secondary) _____ Freestanding Sign _____ Hanging Sign _____

Window Sign(s) _____ Awning Sign _____ Gasoline Price Sign _____

6. Sign Size

Wall Sign 1: height _____ length _____ depth _____

Wall Sign 2: height _____ length _____ depth _____

Freestanding Sign: height _____ length _____ depth _____

Window Sign: height _____ length _____ Window size (ft²) _____

Awning Sign: height _____ length _____ depth _____

Gasoline Price Sign: height _____ length _____ depth _____

Hanging Sign: height _____ length _____ depth _____ Sidewalk width _____

projection _____

7. Wall Area (required for wall sign applications): height _____ length _____ wall area _____

8. Height of Letters: Wall Sign 1: height _____
 Wall Sign 2: height _____
 Freestanding Sign: height _____
 Window Sign: height _____
 Awning Sign: height _____
 Hanging Sign: height _____

9. Height of Sign: Wall Sign 1: highest point: _____ lowest point _____
 (from ground level) Wall Sign 2: highest point: _____ lowest point _____
 Freestanding Sign: highest point: _____ lowest point _____
 Awning Sign: highest point: _____ lowest point _____
 Hanging Sign: highest point: _____ lowest point _____

10. Sign Material: _____

11. Text of Sign: _____

12. Illumination (if any): _____
 Listing Number: _____ Testing Lab: _____
 Illuminated signs shall be wired by a licensed electrician. Sign must be listed by a testing lab (UL or ETC or the like).

13. Color Information: Wall Sign 1: letters _____ background _____ additional: _____
 Wall Sign 2: letters _____ background _____ additional: _____
 Freestanding Sign: letters _____ background _____ additional: _____
 Window Sign: letters _____ background _____ additional: _____
 Awning Sign: letters _____ background _____ additional: _____
 Hanging Sign: letters _____ background _____ additional: _____

14. Number of establishments in building or complex: _____

ATTACH THE FOLLOWING WITH THIS APPLICATION. APPLICATION WILL NOT BE ACCEPTED WITHOUT THESE ATTACHMENTS.

All applications:

- _____ **Sketch of Sign:** Indicate dimensions, all colors, lettering type, and materials.
- _____ **Building Elevation:** Clearly indicate location of sign in relation to building
- _____ **Cross Section:** Indicate how sign will be mounted, including necessary hardware
- _____ **Site Plan:** For Freestanding Signs only, indicate distance of sign from public way and from building
- _____ **Photographs:** Show existing building and areas where signs are proposed to be located.
- _____ **Certified List of Abutters:** Available from the Assessor's Office
- _____ **Pre-application Approval** from Building Inspector
- _____ **Application Fee:** Enclose check for \$55.00 payable to the Peabody Sign Review Board
- _____ **Newspaper Legal Ad Fee:** Enclose check for Legal Ad Fee – Prices available at the City Clerk's Office. Please make check out to appropriate newspaper.

For Hanging Signs:

- _____ **Insurance Bond:** See sign ordinance for details
- _____ **Plan Showing Hanging Apparatus:** Subject to approval of the Building Inspector.

I CERTIFY, UNDER THE PAINS AND PENALTIES OF PERJURY, THAT THE INFORMATION SET FORTH IN THIS APPLICATION IS TRUE AND COMPLETE.

 (Signature of Sign Owner or Representative)

 (Date)

 (Print Name as Signed Above)

For technical assistance please contact: Lucia DelNegro, Community Development Department (978-538-5792)
 For any other questions: Lisa Kent, City Clerk's Department at (978) 538-5752