

Town of Plympton

## Planning Board

5 Palmer Road

Plympton, Massachusetts 02367



### SIGN SPECIAL PERMIT INSTRUCTIONS

- Although not required, an applicant may prefer to visit the Planning Board prior to designing a sign and filing an application
- An application for a Sign Special Permit may be filed by the owner of the land or building or any person who has the authority to erect a sign on the premises. If the applicant is not the owner, an authorization letter from the owner is required.
- A filing fee of \$50.00, plus advertising costs, is required.
- A scale-drawing shall be included in the application. The drawing should match the description in the application. Where there is a discrepancy, the drawing shall govern.
- The applicant shall submit three (3) copies of the application to the Planning Board at a regular meeting. Signs must comply with Section 6.1.9.7 of the Plympton Zoning By-laws.
- Should the Planning Board endorse the Sign Special Permit, a copy of the permit and drawings shall be transmitted to the Building Department, who will monitor compliance with the terms of the permit. Note: the building department may require a separate Building Permit before the sign can be erected.

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### SIGN SPECIAL PERMIT APPLICATION

#### Applicant Information:

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

#### Property Owner Information:

Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_

#### How Are Special Permit Criteria Met (sec. 6.1.8.7)?

**Scale Drawing:** A scale-drawing or reasonable facsimile shall be included in the application. Any additional information such as photographs, maps, etc. must be included to support granting the special permit. Discuss this with the Planning Board if you have any questions prior to submittal of application for said sign(s).

#### Overview:

Number of Signs for This Application: \_\_\_\_\_

(This application is designed to accommodate up to 3 signs, if more are requested, attach additional sheets as needed)

Total Area of Sign(s) for This Application: \_\_\_\_\_

(If more than one sign, total the square footage of the combined signage)

Total Area of Sign(s) for All Existing Signs on This Premise: \_\_\_\_\_

(Do not include temporary or exempted signs as described in Section 6 of the Zoning By-laws)

**Location of Sign #1:**

Zoning District (select one): Agricultural/Residential • Business/Light Manufacturing • Business

Setback (in feet): Front: \_\_\_\_\_ Side(s): \_\_\_\_\_ Height (from ground): \_\_\_\_\_

Describe Overall Sign Placement (consider variables such as buildings, parking, access, etc.):

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

**Description of Sign #1:**

Sign Type (select one): Directory • Freestanding • Individual Letters • Hanging • Historical Marker • Wall • Window

Dimensions (L x H x W): \_\_\_\_\_ Background Color(s): \_\_\_\_\_

Letter/Font Color(s): \_\_\_\_\_ Letter/Font Typeface: \_\_\_\_\_

Letter/Font Size: \_\_\_\_\_ Materials (sign construction): \_\_\_\_\_

**Supporting Structure for Sign #1:**

Briefly Describe How Sign Will be Mounted/Affixed: \_\_\_\_\_

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

Supporting Structure Material(s): \_\_\_\_\_

**Illumination for Sign #1:**

Sign Will Be Illuminated: YES / NO Note: If NO, move to next section

Number of Lights: \_\_\_\_\_ Location of Light Fixture(s): \_\_\_\_\_

Light Source (LED, Incandescent, etc.): \_\_\_\_\_ Wattage of Light(s): \_\_\_\_\_

Describe Light Structure: \_\_\_\_\_

\_\_\_\_\_

**Other (optional):**

Describe any Other Aspects of Sign #1 That Have Not Been Included Above: \_\_\_\_\_

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