



**OFFICE OF COMMUNITY DEVELOPMENT
Homer Municipal Building
19 Moore Street – 2nd Floor
Belmont Massachusetts 02478-0900
Telephone: (617)993-2664 Fax: (617)993-2651**

COMMERCIAL SANDWICH BOARD SIGN APPLICATION

NAME: _____ Date: _____

D/B/A: _____

ADDRESS: _____ PHONE # _____

PROPERTY OWNER TENANT (If tenant, a letter of consent from the landlord must accompany your application.)

Please provide a sketch showing sign dimensions and content, location within the right-of-way in relation to the building, and width of available sidewalk at location where sign is to be placed.

A check payable to “Town of Belmont” in the amount of \$50.00 must accompany your application.

Applicant certifies compliance with the Town of Belmont Zoning Bylaw, Section 5.2.5 b) 7. a – g, Commercial Sandwich Board Signs:

One “A” frame Sandwich Board sign per business or building shall be permitted (including within the public right-of-way, sidewalk only, except in conditions of snow and/or ice), subject to the following conditions:

- a. The sign shall only be displayed, adjacent to the buildings only, and not along the curb;
- b. If placed on public property, the sign may not be placed without the prior written permission from the Board of Selectmen in accordance with the Town’s General Bylaws, Section 60-800 D, Public ways, sidewalks and rights-of-way;
- c. The sign shall not exceed 24 inches in width and 48 inches in height, including supports and sign area;
- d. The sign shall not protrude on the sidewalk in such a way as to obstruct pedestrian traffic or reduce the open sidewalk width to less than four feet;
- e. The sign shall be free of sharp corners, protrusions and devices that could inadvertently cause injury;
- f. Liability insurance coverage shall be carried, and evidence of same may be requested by the Building Inspector. Said insurance must cover personal injuries or property damage that may occur in such areas. Such liability insurance insured on the liability insurance policy in the amount of one million dollars (\$1,000,000) per claim and two million dollars (\$2,000,000) per occurrence for any and all claims which may arise, for any reason, as a result of the placement of such a sign. The business shall also require the insurer to give at least thirty (30) days written notice of termination, reduction or cancellation of the policies to the Town; and,
- g. Commercial sandwich board signs shall only be displayed during business hours and shall be removed thereafter.

I have read and understand the conditions listed above:

Applicant’s Certification (Signature)

Office Use Only

Permit # _____

Zoning Review _____
Inspector

Glenn R. Clancy, P.E., Director