

**TOWN OF BELMONT**  
**Office of Community Development**



**Belmont, Massachusetts 02478**

**SPECIAL PERMIT APPLICATION FOR STANDING,  
 MORE THAN ONE WALL MOUNTED AND/OR PROJECTING SIGN**

Date Submitted \_\_\_\_\_

The undersigned hereby applies for a Special Permit to erect a Standing, more than one Wall Mounted and/or Projecting Sign as follows:

Location of Sign (Street address) \_\_\_\_\_

Name of Business \_\_\_\_\_

Owner of Business \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Sign Erector \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Size of Sign\* Length \_\_\_\_\_ Height \_\_\_\_\_ Width \_\_\_\_\_ Square Feet \_\_\_\_\_

\*Refer to Zoning By-Laws for dimensional limitations. Attach plans for sign.

Material of Sign: Frame \_\_\_\_\_ Face \_\_\_\_\_ Supports \_\_\_\_\_

Will it be illuminated? \_\_\_\_\_ If so, how? \_\_\_\_\_ What Hours? \_\_\_\_\_

Are there any other signs for the business? \_\_\_\_\_ If so, how many? \_\_\_\_\_ Size \_\_\_\_\_

Location \_\_\_\_\_

I hereby certify that the information contained on this application and plans submitted are correct and that the plans will comply with all applicable provisions of Statutes, Regulations and By-Laws.

Signature \_\_\_\_\_

**OFFICIAL USE ONLY**

Planning Board Action	Date	Building Department	Date
Granted		Received	
Tabled		Approved	
Denied		Approval Signature	
Conditions			
Approval Signature			

**SPECIAL PERMIT APPLICATION FOR STANDING,  
MORE THAN ONE WALL MOUNTED AND/OR PROJECTING SIGN**

**General Requirements** Town of Belmont Zoning By-Laws Section 5.2.3)

- a) **Movement.** No sign shall contain any visible movable or moving parts (except for the hands of a traditional analog type, i.e., non-digital clock whose face does not exceed 36 inches in diameter), any moving, flashing, or animated lights, or any automatically changing written or pictorial matter or message.
- b) **Illumination.** No sign shall be illuminated between the hours of 10:00 p.m. and 6:00 a.m. unless the premises on which it is located are open for business. Signs may be illuminated only by the following means:
  - 1) By a white, steady stationary light shielded and directed solely at the sign;
  - 2) By interior non-exposed lights;
  - 3) By exposed neon or similar tube illumination.
- c) **Sign Location.** Signs attached to a roof and v-shaped signs attached to buildings are not permitted. Signs attached to a building must be either flat against the wall or perpendicular to the wall. If attached flat against the wall, the sign shall not project more than 12 inches outward or six inches upward from the wall or parapet of the building. If perpendicular to the building, the sign may not project more than five feet from the building, three feet over a public sidewalk, and shall be no less than two feet from the curb line.

The minimum vertical clearance to the underside of any sign projecting over a sidewalk or other pedestrian or vehicular passage shall be 10 feet above the surface of the sidewalk or passage.

**Business Districts** (Town of Belmont Zoning By-Laws Section 5.2.4 b))

In an area zoned as a Local Business or General Business District, the following are permitted:

- 1) **Attached Signs.** One sign for each exterior wall of an establishment if such wall faces a public way, private way, or contains a public entrance.
  - **Wall Mounted** - The area of the sign may not exceed the lesser of 10% of the wall area of such establishment or 65 square feet
  - **Projecting** - The area of the sign may not exceed 12 square feet if projecting perpendicular to the wall
  - **More than one sign** - The Planning Board may grant a Special Permit authorizing more than one identifying sign on an exterior wall provided that the aggregate area of such signs does not exceed the limits set forth herein.
- 2) **Standing Signs.** The Planning Board may grant a Special Permit for erection of a standing sign if it finds that the sign complies with the purposes of this By-Law and the following dimensional requirements:
  - In the LBI and LBIII Districts the sign shall not exceed 15 square feet in area nor shall it exceed 5 feet in height above the ground.
  - In the LBII and GB Districts the sign shall not exceed 30 square feet in area nor shall it exceed 15 feet in height above the ground.

The Special Permit shall specify the size, type, and location of the sign and impose such other terms and conditions as deemed necessary to promote the purposes of this By-Law. Such signs shall be permitted for a term not to exceed five years, which may be renewable if so specified in the Special Permit.