

PROCEDURES FOR FILING AN APPEAL PETITION WITH THE SIGN CODE APPEALS COMMITTEE

1. The Sign Agent will prepare a referral to the Sign Code Appeals Committee. The referral shall specify the reasons necessitating the filing and the applicable sections of the Sign Code. Therefore, you must submit to the Sign Agent a copy of a plot plan (s) **showing any existing structures and the proposed sign(s)**, a copy of plans showing elevations, and a written description of the proposal. **The Plot plan must show the location of the sign and the distance from the road and any other pertinent information, prepared by a Massachusetts registered land surveyor. Photographs of the area where the sign is to be displayed are encouraged.**

Notice to abutters and advertisement in the newspaper is required. The Sign Code Appeals Committee will provide the names and addresses of the abutters, as they appear in the Assessors records, and will send the notices. Because of this requirement for notification and advertisement, an approximate three week delay exists from the time the appeal is filed and when the appeal is scheduled with the Board. This delay could be longer depending upon the number of hearings prior to your filing.

2. **Eleven copies each of the petition, referral form, a plot plan showing location of sign and existing buildings, scaled drawing of sign with dimensions and two checks, one in the amount of \$175.00 made payable to the Town of Chatham, and one in the amount of \$80.00, made payable to The Cape Cod Chronicle** must be filed with the **Zoning Department** at 261 George Ryder Road. The appeal will then be scheduled for the next available hearing date. You will be notified of the date of the hearing in writing.

The Zoning Board/Sign Code Appeals Committee meets the second and fourth Thursday of each month at the Town Annex Meeting Room, 261 George Ryder Road. The hearing begins at 4:00 p.m. The Board will normally schedule four to five appeals for each hearing date.

3. You or your representative must make a presentation to the Sign Code Appeals Committee at the scheduled hearing, explaining the project and addressing the criteria for the granting of the Permit. These are the criteria upon which the Board bases their decision, therefore, it is very important for you or your representative to include the appropriate criteria in the presentation. Hearings will be conducted in the following manner:

- a. Zoning Enforcement Officer introduces the Appeal
- b. You or your representative presents the Appeal
- c. Other Town departments/boards comment on the Appeal
- d. Anyone in favor of the Appeal may speak
- e. Chairman reads all letters received by the Board
- f. Anyone against the Appeal may speak
- g. Petitioner may rebut testimony
- h. Board Members may direct questions to anyone present
- i. Board hears any further information
- j. Board closes public hearing

Please contact Paula Liska, Zoning Enforcement Officer/Central Permitting Coordinator, at the Planning Department (508) 945-5168 if you have any questions.

Appeal No. _____

**TOWN OF CHATHAM
SIGN CODE APPEALS COMMITTEE
APPEAL PETITION**

NAME OF APPLICANT: _____

MAILING ADDRESS: _____

LOCATION OF PROPOSED SIGN: _____

Assessors' Map _____ **Parcel** _____

NATURE OF APPEAL: (Check appropriate box)

- An appeal under Section 225-10 of the Sign Code for approval of an existing (before the passage of the Sign Code Bylaw) off premise sign for a nonconforming business.
- An appeal under Section 10 of the Sign Code for an off premise directional sign.
- An appeal under Section 225-19 of the Sign Code by a person aggrieved by the refusal of the Sign Agent to issue a permit for the erection of a sign, or by any other order of the Sign Agent under the Sign Code. (List the applicable section of the Sign Code under which you believe the sign should or should not be permitted).

Lot Size: _____

Zoning District: _____

SIGNATURE OF APPELLANT OR REPRESENTATIVE:

NAME: _____

ADDRESS: _____

TELEPHONE: _____

Date received by Town Clerk: _____

GENERAL INFORMATION:

Appeal Petitions must be filed with and accepted by the Town Clerk, or filed with the staff support member for the Sign Code Appeals Committee in the Planning Department. A check payable to the Town of Chatham in the amount of \$175.00 and a second check in the amount of \$80.00, made payable to *The Cape Cod Chronicle* must be included with the Petition. The correctness and authenticity of the Appeal Petitions are the responsibility of the person signing the Petition and not the Town Clerk.

A public hearing will be scheduled with the Sign Code Appeals Committee within sixty-five (65) days of receipt of the petition by the Town Clerk. Owners of direct abutting lots, owners of lots abutting direct abutting lots where a property line is within 300 feet of the lot to which the Appeal applies and owners of lots directly across any public or private way from the lot to which the Appeal applies will be notified by the Sign Code Appeals Committee of the date, location, and time the public hearing will be conducted.

It will be necessary for you or your representative to be present at the hearing.

FOR COMMITTEE USE ONLY

Date of Public Hearing: _____

Legal Advertisement: 1st Publication _____ 2nd Publication _____

Decision of the Sign Code Appeals Committee: Approved Denied Vote: _____

Board Member

Board Member

Board Member

Board Member

Chairman