

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

1. You must submit 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. Town staff will provide the names and addresses of the abutters, as they appear in the Assessors' records, and will send the notices. A delay exists from the time the appeal is filed and when the appeal is scheduled with the Board.

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 application 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 applications for each hearing date.

3. Hearings will be conducted in the following manner:
1. Reading of the legal advertisement for the application
 2. You or your representative presents the application
 3. Anyone in favor of the application may speak
 4. Chairman reads all letters received by the Board
 5. Anyone against the application may speak
 6. Petitioner may rebut testimony
 7. Board Members may direct questions to anyone present
 8. Board closes public hearing
 9. Board deliberates

The Zoning Board/Sign Code Appeals Committee, in granting a permit which in any way varies specific requirements of the General Bylaw, or in granting a permit as otherwise required by this bylaw, shall consider the following criteria before granting such permit:

1. The specific site is an appropriate location for the proposed sign or signs;
2. The proposed sign or signs will not be a nuisance or a hazard to vehicles or pedestrians;
3. The proposed sign or signs will not adversely affect properties in the neighborhood;
4. The special requirements for the permit are in accord with the general spirit and intent of the bylaw.

An appeal denied by the Sign Code Appeals Committee shall not be resubmitted or acted favorably upon within a period of two years after the date of denial unless the sign agent determines that specific and material changes in the conditions upon which the previous appeal was based have occurred and been presented.

Please Contact the Central Permitting Coordinator at the Department of Community Development (508) 945-5168 if you have any questions.

Application No. _____

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

Petitioner Name: _____

Petitioners Mailing Address: _____

Petitioners Telephone: _____

Petitioners Email Address: _____

Name of Owner: _____

Owner Mailing Address: _____

Location of Sign: _____ **Assessors' Map/Block/Lot:** _____

Lot Size: _____ **Zoning District:** _____

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 225-10 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.)

Description of Work:

Signature of Petitioner or Representative: _____

Date Received by Town Clerk: _____

GENERAL INFORMATION:

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 Department of Community Development. 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. Abutters within 300 feet of the lot to which the application applies will be notified by Town Staff 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