



Town Of Chatham
Historic Business District Commission

261 George Ryder Road
CHATHAM, MA 02633



TELEPHONE (508) 945-5168

FAX (508) 945-5163

Application for Signage

The following is a summary of materials that should be included in applications for Signage:

- For new signs, a good quality scale drawing showing dimensions, size and style of lettering, details of sign support structures (such as post and brackets), and details of molding, finials and other appropriate trim.
- For new signs, samples of colors(s) to be used except black or white.
- For existing signs and supporting structure(s), a photograph may be included in lieu of a drawing and color samples.
- A photograph of the area where the sign is to be located, including all of the building to which it is attached.
- A plot plan showing where the sign will be located relative to streets, parking lots, buildings, and any other relevant feature. If the sign is to be wall mounted, a building elevation drawing or photograph with a mock-up showing sign placement and dimensions will be required.
- If sign is to be lit or illuminated, provide details such as style of fixture and placement of conduit.
- A check for the filing fee.

General Application Requirements

- **Twelve** copies of all application materials must be submitted. Drawings must be 8 ½" x 11" or 11" x 17", and photographs and of all other required information must be attached to each copy of the application. All drawings and plans must be signed by the applicant or his/her authorized agent, and all attachments must be signed or initialed by the applicant.
- Drawings must be accurate in scale, including all exterior features, show finish grade at the foundation wall and ground level, and indicate all colors, materials and unusual details. Photographs must show current conditions and include several different views of affected elevations or areas.
- All applications should state the age of the building or structure, if available, and include available documentation supporting that date. Applicants are encouraged to include the Massachusetts Historical Commission Form B if such exists.
- The applicant must be the owner of the property or designated person to represent the owner. Unless a Power of Attorney or Agent Authorization Form is provided to the Commission prior to the scheduled hearing date.



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Application for Signage

Date: _____

Application Fee: \$10.00

Application No: _____

Fee Paid: \$ _____

Type of Sign Proposed: Ground Sign Hanging Sign Ladder Sign
 Menu Box or Display Sign Roof Sign Wall Sign Window Sign

Project Details:

Project Address: _____

Description of Work: _____

Age of Structure: _____

Owner/Applicant/Contractor Information:

Project Name or Owner of Property: _____

Owners Address: _____ Phone: _____

Applicant or Agent: _____ Phone: _____

Mailing Address: _____

Email Address: _____

Contractor: _____ Phone: _____

Signature of Applicant or Agent



Town of Chatham
Department of Community Development



SIGN PERMIT APPLICATION

Please provide an accurate rendering of your sign, including colors to be used and measurements of the proposed sign. The Department of Community Development will not accept applications which do not present an illustration from which judgment can be made. A fee of \$25.00 is required for this application.

Applicant Name: _____

Mailing Address: _____

Name of Business: _____

Address (Location) of Sign: _____

Zoning District: GB1 GB2 GB3 SB RES I M

Home Occupation (max 6 sq.ft.): R20A R20 R40 R60 SB

Location on Property: Front Side Rear

Location on Building: Front Side Rear

Relocation from: _____

Type of Sign: Wall Hanging Wall Roof Ground Ladder (Rung) Window

Method of Display: Crane Swing Pedestal

Lighting: None Existing New

Lighting Type: Ground Flood Overhead

Sign Dimensions: Height _____ Width _____

Percent of Building Face Covered by Sign (For GB & I Zones only): _____ (10% max)

Ground Sign Setback from Road (For New Signs in GB & I Zones only):

0-15 ft. (20 sq. ft. max) 15'-20' (30 sq. ft. max) Over 20' (40 sq. ft. max)

Number of Faces: 1 or 2

Color(s): _____

Applicants Signature: _____

Applicants Telephone: _____

Applicants Email Address: _____

**TOWN OF CHATHAM
DEPARTMENT OF COMMUNITY DEVELOPMENT
FORMULA BUSINESS INFORMATION
CHECKLIST**

The Town of Chatham Protective (Zoning) Bylaw requires Site Plan Approval by the Planning Board and the grant of a Special Permit by the Zoning Board of Appeals for the operation of a Formula Business Establishment, or the moving of an existing Formula Business Establishment to a different location within the Town. The definition of a Formula Business Establishment is “A business which does or is required by contractual or other arrangement or as a franchise to maintain two (2) or more of the following items; Standardized (Formula) array of services and/or merchandise, including menu, trademark, logo, service mark, symbol, décor, architecture, façade, layout, uniforms, color scheme, and which are utilized by ten (10) or more other business world wide regardless of ownership or location”. This form is designed to assist the Chatham Department of Community Development in determining whether your business must be designated as a Formula Business Establishment.

Name of Business: _____

Business Owner/Manager/Applicant: _____

Location: _____

Mailing Address: _____

Telephone: _____ Email: _____

Does the proposed business have ten (10) or more locations worldwide? Yes No

If you have checked “Yes”, please proceed with the following, checking off all items which apply to your proposed business establishment in Chatham.

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Standardized (Formula) Services or Merchandise | <input type="checkbox"/> Menu |
| <input type="checkbox"/> Trademark, Logo | <input type="checkbox"/> Symbol |
| <input type="checkbox"/> Service Mark | <input type="checkbox"/> Architecture |
| <input type="checkbox"/> Décor | <input type="checkbox"/> Layout |
| <input type="checkbox"/> Façade | <input type="checkbox"/> Color Scheme |
| <input type="checkbox"/> Uniforms | <input type="checkbox"/> Signage |

For each item checked above, please submit information illustrating the standardized or corporate version of the item, including descriptions of services and/or merchandise sold. If the standardized or corporate version of any of the above items will not be utilized in your proposed Chatham location, please submit, in addition to the standardized or corporate version, any and all information illustrating, (in the case of services or merchandise, a full description) each item checked that will be utilized, provide or sold in your Chatham location, indicating how and why it differs from the standardized version.

Signature of Applicant

Date