



TOWN OF EDGARTOWN
BUILDING INSPECTOR'S OFFICE

70 MAIN STREET, P.O. BOX 5158
EDGARTOWN, MASSACHUSETTS 02539-5158
PHONE (508) 627-6115 - Fax (508) 627-6119

MAP _____
LOT _____

APPLICATION FOR A SIGN PERMIT

The undersigned hereby applies for a permit to erect and maintain a sign according to the following specifications.

Date: _____
Business Name: _____
Business Owner's Name: _____
Business Owner's Mailing Address: _____
Local Address of Business: _____
Map & Lot of Business: _____
Property Owner's Name: _____
If temporary sign, period of placement desired: _____
Signature of Applicant: _____
Applicant's Local Telephone #: _____

*****PLEASE COMPLETE SECTIONS A - D ON NEXT PAGE*****

A FEE OF \$50.00 MUST ACCOMPANY THIS APPLICATION

VIOLATIONS OF THIS ZONING BY-LAW ARE SUBJECT TO A FINE OF NOT MORE THAN \$50.00 PER DAY FOR EACH DAY THE OFFENSE CONTINUES TO EXIST.

Permit #: _____

Conditions:	
Reason:	

Approved: _____

Rejected: _____

Date Action Taken: _____

Members Acting: _____

Building Inspector's Signature: _____



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APPLICATION FOR A SIGN PERMIT (CON'T)

PLEASE MAKE SURE SECTIONS A – D ARE COMPLETE. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. ATTENDANCE IS HELPFUL, BUT NOT MANDATORY.

A. Sketch the proposed sign, including the following information (when possible, please provide a professionally scaled drawing):

1. Shape of sign: Square / Rectangular / Other (explain): _____
2. Exact Dimensions: _____
3. Inscription, including:
 - a. Size of characters _____
 - b. Color of all parts of the sign (INCLUDE PAINT CHIPS OF THE SIGN COLORS BELOW)

 - c. Indicate whether: Painted / Raised / Carved / Other
 - i. If other, please explain: _____
4. Materials of construction, including support: _____
5. Three-dimensional characteristics, if any: _____
6. If sign is to be attached to building, indicate flush or perpendicular: _____
7. If sign is to be freestanding, give height above ground: _____
8. Write all text to be on the sign: _____

B. Photograph or sketch of location (Photographs are preferred):

1. Exact location of sign on premises, especially the location with respect to all public ways, ensuring that the sign does not obstruct motorists' vision or pedestrian paths.
2. Location and context of existing signs on the building or property.

C. If the application is for an outdoors display of merchandise, please supply the following:

1. Plan showing the type, size, and quantity of merchandise to be displayed.
2. A scaled sketch showing the location and size of the display area in relation to the premises, other buildings, and public ways.

D. If the application is for soda or ice dispensing machines, a separate application must be made for each machine, including:

1. Location with respect to surrounding property lines, parking lots, buildings, and public ways.
2. A plan of the proposed shielding/enclosure of the machine(s).

PLEASE ATTACH PAINT CHIPS HERE: