



COMMONWEALTH OF MASSACHUSETTS
TOWN OF OAK BLUFFS
SIGN PERMIT APPLICATION

DATE _____ MAP _____ PARCEL _____ APP # _____ PRMT # _____

REQUIRED

BUSINESS INFORMATION

Business Name: _____ Business Owner: _____

Business Physical Address: _____

Business Mailing Address: _____ Email Address: _____

Business Phone/Fax: _____ Cell Phone: _____

PROPERTY INFORMATION

Property Owner: _____ Owners Mailing Address: _____

Owners Phone: _____ Email: _____

Owners Approval: _____ Date: _____

SIGN INFORMATION

No. of Signs Presently on site: _____ No. of Signs Applying For: _____

Total Sq. Footage of Requested Signs: _____ Sign Dimensions: #1 _____ #2 _____

Sign Designer: _____ Phone: _____ Email: _____

Materials to be Used, (Be Specific, use back of page): _____

No. of Sign(s) to be: Hanging _____ Wall Mounted _____ Free Standing _____ Window _____

Is Your Business in The Cottage City Historic District? Y N

Does this sign require a special permit? Y N (Please check Zoning Bylaws 5.3)

Please use this space for any additional information that may expedite the permitting process.

THIS APPLICATION MUST BE COMPLETE FOR PROCESSING

Fee: _____ Paid: Cash/ Check # _____ Date: _____ Application # _____ Permit # _____

Signature of Applicant: _____

Date Received: _____

ZBA DATE STAMP

PLEASE SUBMIT THE FOLLOWING WITH THIS APPLICATION:

1. A non-refundable fee of \$30.00 to the Town of Oak Bluffs.
2. The actual sign, or color photograph and email a digital photograph to, jdunn@oakbluffsma.gov
3. A picture of the place of business indicating the location of the proposed sign.
4. Picture of sign bracket or proposed hanging method **ANY HANGING SIGNS OVER PUBLIC WALK WAYS REQUIRE A SIGN CONSTRUCTION PERMIT FROM THE BUILDING DEPT.**
5. Written approval from the building owner.

PLEASE VISIT THE TOWN WEB SITE TO VIEW ALL SIGN BYLAWS

www.oakbluffsma.gov

Some Guidelines

- **Color:** Color should enhance the sign's legibility and compliment the sign's visual setting which may include the materials and styles of nearby buildings and landscape. Color choices indicated on this by-law's color chart are preferred.
- **Style:** A sign should be used to identify a business or professional office by name, not advertise its range of products and services suggests the Advisory Sign Review Board.
- **Design:** Design, including graphics, should be simple, legible, appropriate to the activity, and compatible with nearby architecture and/or landscape.
- **Material:** Materials should be visually compatible with the materials of a building's facade, materials recommended; wood, MDO plywood or metal. The use of plastic should be discouraged.
- **Placement:** Placement should respect the basic design of a facade (preferably the design of the original facade) should relate to the positions of nearby signs, and should not obscure architectural/visual themes such as views, architectural shapes, spaces and details which are characteristic of the area.
- **5.3.9 Regulations for Business District.** Prior to the issuance of a building permit for a wall, hanging, free standing or window sign which is to be erected in a Business District, the Building Commissioner shall determine that the following conditions are met:
 - 1. Street Level Establishments. Each establishment may have 2 signs (in addition to parking, directional and directory signs); any combination of wall and/or window signs or a wall or window signs or a wall or window sign with either a free standing or hanging sign; the total area of which shall not exceed 20 square feet, provided that the hanging or free standing sign does not exceed 8 square feet. A street level establishment in a multi-occupancy building may have one sign (in addition to parking, directional and directory signs); wall, hanging or window, the area of which is not to exceed 10 square feet.
 - 2. Wall and hanging signs for a street level establishment shall not extend higher than whichever of the following is lowest:
 - a. 25 feet above grade
 - b. The top of the sills of the first level of windows above the ground floor.
 - c. The lowest point of the roof
 - 2. Above Street Level Establishments. Each above street level establishment may have one sign (in addition to parking, directory and directional signs); wall, hanging, window or free standing, the area not to exceed 10 square feet.

- 3. Establishments with 2 sides abutting a way. If a street level establishment has 2 or more building sides which abut a way which is open to routine public pedestrian or vehicular passage, then the establishment may have 2 signs (in addition to parking, directory and directional signs) on each building side with a combination of a wall or window sign, with either a hanging or free standing sign not to exceed 20 square feet, provided that the hanging or free standing sign shall not exceed 3 square feet. If the street level establishment in a multi-occupancy building has 2 or more building sides which abut a way which is open to routine public pedestrian or vehicular passage, then the establishment may have one sign (in addition to parking, directory and directional signs); wall, hanging, or window, not to exceed 10 square feet in area or each building side, provided that the area of the hanging sign shall not exceed 8 square feet.
- 4. Multi-occupancy Building Name Signs. Any sign designating a certain building by name, apart and separate from any business conducted on the premises, shall be permitted. The size of this sign shall be as follows: 10 square feet in area or a building with a facade that measures up to 20 linear feet. For each additional 5 linear feet, one more square foot may be added to the area of the sign.