



Sign Application Submission Requirements

File a sign application on the online permitting system [OpenGov](#) and bring 3 hardcopies of the application and supplemental information to the Community Development Coordinator at the Office of Community & Economic Development, 39 S Hunt Rd. Amesbury, MA 01913.

Application submissions should include the following Information:

- A completed application.
- Type of sign (refer to the [Amesbury Zoning Ordinance, Section VII](#))
- Zoning District
- Location Plan – showing the number and placement of the sign(s) on the property with:
 - Dimensions from the sign to building.
 - Dimensions from the sign to the roadway/sidewalk
 - Indicate if the sign is one sided or two sided.
- Elevation drawing of sign(s) showing the overall dimensions of the:
 - Sign height
 - Size of letters
 - Placement on the building for wall mounted signs
- The type and color of materials from which the sign is to be constructed should be clearly labeled on the elevation drawing.
- Indicate if the sign will be illuminated or not. If so, include:
 - Location
 - Type and intensity of lighting
- Method of Mounting the sign:
 - Show the bracket details for wall mounted signs.
 - Show the post details for ground mounted signs.

Once the Sign Application is submitted on OpenGov and hardcopies are delivered you will be contacted by the Community Development Coordinator indicating when the application will be reviewed. The sign applications are reviewed by the Design Review Committee followed by the Planning Board for final design approval. After you receive approval from the Planning Board a building permit is required and can be obtained through the Inspectional Services Department.

**** If a sign is installed without the proper approvals, then the property owner may be subject to fines under the Amesbury Zoning Ordinance ****

MDC Building • 39 South Hunt Rd • Amesbury, MA 01913
(978) 388-8110 • OCED@amesburyma.gov

Monday - Wednesday 8:00 am - 4:00 pm, Thursday 8:00 am – 7:00 pm, Friday 8:00 am to 12:00 pm.

AMESBURY

Planning Board
Tel: (978) 388-8110
Fax (978) 388-6727

Town Hall
62 Friend Street
Amesbury, MA 01913-2884

SIGN APPLICATION

I. General

1. Definitions, standards, regulations and other requirements for signs are specifically detailed in Section VII of the Amesbury Bylaws, dated April 12, 1971, and as amended. The applicant should review the appropriate sections prior to submitting an application.

INCOMPLETE AND/OR INCORRECT APPLICATIONS WILL NOT BE ACTED UPON.

If this application is approved by the Planning Board, a building permit is required BEFORE the approved sign can be installed, changed, altered, or erected.

A Filing Fee of \$75.00 (Payable to the Town of Amesbury) is required at the time this application is submitted to the Planning Board.

II. Applicant Information

1. Name (Applicant) _____
2. Address: _____
3. Telephone Number _____ fax # _____
4. Name (Property Owner) _____
5. Premises of Sign: _____
6. Zoning District: _____ Property Frontage _____
7. Assessors Office: Map # _____ Lot # _____

III. Sign

1. Type and Number of Signs: _____
2. Dimensions: _____ Total Area _____
3. Location of Sign (See Note 1) _____
4. Means of Hanging or Affixing Sign: _____
5. Sign Materials _____
6. Design: Attach drawing of proposed sign(s) accurately showing dimensions, lettering, bracket or supports, etc., as required in the Bylaw.
7. Sign Illumination: _____
8. Special Requirements:
 - a. Downtown Business District (See section VII.F)
 - b. Massachusetts Historical Commission approval letter
(Required for Historic District)
9. Sign Contractor: _____
Telephone _____ Signature _____

IV. Building Inspector Review

1. _____
(Signature **required** and denotes complete application) Date

V. Signatures

1. _____
(Applicant **required**) Date

2. _____
(Property owner **required** if different from Applicant) Date

Note (1): **LOCATION(S) OF SIGN(S) SHALL BE SHOWN ON A SITE PLAN DRAWING (Scale 1"=40') AND BUILDING ELEVATION OR FACADE DRAWINGS (Scale 1"=8') AS REQUIRED IN SECTION VII**

Planning Board Comments: _____

Planning Board Approval

Date of Approval _____