



# Town of Williamsburg

Massachusetts

## DEPARTMENT OF INSPECTION SERVICES

212 Main Street  
Northampton, MA 01060  
Phone: (413)587-1240



### Application for a Permit to Place or Maintain a Sign Or other Advertising Device, or Marquee

Detailed plot plan and sign design must  
accompany the application.

**Sign fee is \$25.00**

#### For Office Use Only

Erection.....( )  
Alteration.....( )  
Repair.....( )  
Repainting.....( )  
Removal.....( )

Williamsburg, MA ....., 20.....

To the Building Commissioner:

Application for a permit to place or maintain a sign or other advertising device, or marquee.

BUSINESS NAME .....

1. Location, Street and No. ....
2. Owner's name .....
3. Owner's address .....
4. Maker's name .....
5. Maker's address .....
6. Erector's name .....
7. Erector's address .....

#### SIGN

#### KIND OF SIGN

- |   |                  |
|---|------------------|
| 1. Sign will be (check one) illuminated ..... Non-illuminated .....   | Marquee .....    |
| 2. Will sign obstruct a fire escape, window or door? .....            | Projecting ..... |
| 3. Lower edge will be .....ft, .....ins above the public way.         | Roof .....       |
| 4. Upper edge will be .....ft, .....ins above the public way.         | Temporary .....  |
| 5. Height: .....ft, .....ins Width: .....ft, .....ins                 | Wall .....       |
| 6. Face area: .....sq. ft.  | Ground .....     |
| 7. Inner edge will be .....ins from the building or pole.             | Other .....      |
| 8. Outer edge will be .....ins from the building or pole.             |                  |
| 9. Face of building or pole is .....ins back from the street line.    |                  |
| 10. Sign will project .....ins beyond the street line.                |                  |
| 11. Sign will extend .....ft, .....ins above the building or pole.    |                  |
| 12. Of what material will sign be constructed? Frame ..... Face ..... |                  |
| 13. Estimated cost \$.....  |                  |

The undersigned certifies that the above statements are true to the best of his knowledge and belief.

.....  
(Signature of Owner or Agent)

# ZONING PERMIT APPLICATION FOR A SIGN

PLEASE TYPE OR PRINT ALL INFORMATION

1. Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_
2. Owner of Property: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_
3. Status of Applicant: \_\_\_\_ Owner \_\_\_\_ Contract Purchaser \_\_\_\_ Lessee  
\_\_\_\_ Other(explain): \_\_\_\_\_
4. Job Location: \_\_\_\_\_
5. Existing Use of Structure/Property: \_\_\_\_\_  
\_\_\_\_\_
6. Description of Proposed Use/Work/Project/Occupation: (Use additional sheets if necessary)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Attached Plans: \_\_\_\_ Sketch Plan \_\_\_\_ Site Plan \_\_\_\_ Engineered/Surveyed Plans
8. Has a Special Permit/Variance/Finding ever been issued for/on the site?  
NO \_\_\_\_ DON'T KNOW \_\_\_\_ YES \_\_\_\_ IF YES, date issued: \_\_\_\_\_  
IF YES: Was the permit recorded at the Registry of Deeds?  
NO \_\_\_\_ DON'T KNOW \_\_\_\_ YES \_\_\_\_  
IF YES: Enter: Book \_\_\_\_\_ Page \_\_\_\_\_ and/or Document # \_\_\_\_\_
9. Does the site contain a brook, body of water or wetlands? NO \_\_\_\_ DON'T KNOW \_\_\_\_ YES \_\_\_\_  
IF YES: Has a permit been, or need to be, obtained from the Conservation Commission?  
Needs to be obtained \_\_\_\_\_ Obtained \_\_\_\_\_, Date issued \_\_\_\_\_
10. Do any signs exist on the property? YES \_\_\_\_ NO \_\_\_\_  
IF YES: Describe the size, type and location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
Are there any proposed changes to, or additions of, signs intended for the property? YES \_\_\_\_ NO \_\_\_\_  
IF YES: Describe the size, type and location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. ALL INFORMATION MUST BE COMPLETED; PERMIT CAN BE DENIED DUE TO LACK OF INFORMATION.

12.

|          | Existing               | Proposed               | Required by<br>Zoning  |
|----------|------------------------|------------------------|------------------------|
| Lot Size |                        |                        |                        |
| Frontage |                        |                        |                        |
| Setbacks | Front:                 |                        |                        |
|          | Side:                  |                        |                        |
|          | L:                  R: | L:                  R: | L:                  R: |
|          | Rear:                  |                        |                        |

13. Certification: I hereby certify that the information contained herein is true and accurate to the best of my knowledge.

DATE: \_\_\_\_\_ APPLICANT'S SIGNATURE \_\_\_\_\_

FILE # \_\_\_\_\_