



SIGN PERMIT APPLICATION FORM

Building Inspection Division
149 Main Street, 2nd Floor
Watertown, MA 0247
(617) 972-6480
www.watertown-ma.gov

TO BE COMPLETED BY APPLICANT

Site Address: _____		Estimated Project Cost: \$ _____	Zoning District: _____
Owner(s):	Phone: _____	Tenant(s):	
Address: _____	Email: _____	Address: _____	
Signature(s): _____	Date: _____	Signature(s): _____	
Sign Erector/ Contractor:		Phone/Email: _____	
Address: _____	Phone/Email: _____		

FILL IN THE APPLICABLE PROJECT DATA BELOW (If number of proposed signs exceed the allotted space on the application, please submit all applicable information on a separate sheet.)

Tenant's Use/Proposed Use:				Is use permitted: Y/N
Attached (Identifying) Sign:	TENANT/SIGN #1	TENANT/SIGN #2	TENANT/SIGN #3	
1. Proposed Sign Area	Sq. Ft.	Sq. Ft.	Sq. Ft.	
2. Occupant Façade Area	Sq. Ft.	Sq. Ft.	Sq. Ft.	
3. Sign Area/ Façade Area (%age)	%	%	%	

Accessory Signs:

1. Existing/Proposed Identifying Sign	Sq. Ft.
2. Proposed Accessory Sign	Sq. Ft.
3. Accessory Sign/ Primary Sign	%

Detached/Free Standing Sign

1. Aggregate Sign Area	Sq. Ft.
2. Setback(s); (F)ront, (S)ide, (R)ear.	F: _____; S1: _____; S2: _____; R: _____
3. Height	Ft.

Other:

1. Total # of Signs on the Building	
2. Total Cumulative Signage	Sq. Ft.

TO BE COMPLETED BY STAFF

Permit Fee(s): \$ _____ (Sign Permit Fee(s): \$50.00 base fee plus \$5 per \$100 of estimated cost,. Checks or Money Orders are acceptable and payable to the Town of Watertown.)

APPROVALS:

Zoning Office: Signature: _____ Date: _____
 Planning Division: Signature: _____ Date: _____
 Building Division Signature: _____ Date: _____

THIS APPLICATION MUST BE SUBMITTED TO THE BUILDING DIVISION (See Reverse)

The ZONING ORDINANCE can be found online at: www.watertown-ma.gov

SUBMITTAL REQUIREMENTS

- Completed and Signed Application
- Two (2) Copies of Plans, which include:
 - For Attached Signs:**
 1. Dimensioned site Plan indicating location of the proposed sign(s) and setbacks if applicable.
 2. Dimensioned elevations of the Building(s) and occupancy frontage(s) including the proposed location of the sign on the frontage.
 3. Dimensioned detail of the sign including materials/ colors and lighting source (if applicable).
 - For Detached Signs:**
 1. Dimensioned site plan identifying the location of the proposed detached sign and setbacks.
 2. Dimensioned elevations of the proposed sign.
 3. Dimensioned detail of the sign including materials/ colors and lighting source (if applicable).

- In the case of any projecting sign, symbol or banner, liability insurance in an amount to be determined by the Town of Watertown to be appropriate (which in no case shall be less than \$250,000/\$500,000 personal injury and \$50,000 property damage) shall be carried by the owner of said sign and a certification of the same shall be filed with the application.

BASIC SIGN REGULATIONS

See the Watertown Zoning Ordinance, Article VII, for additional sign regulations

Calculation of sign area in Commercial and Industrial Zoning Districts:

(1) For a ATTACHED wall or marquee **Identifying Sign**, the calculation of sign area in the commercial and industrial districts shall be a percentage of the building facade. The dimensions used in calculating this percentage shall be the horizontal measure of the frontage of the business and the vertical measure not exceeding the top of the second story of a building (*building facade area*);

(2) An ATTACHED wall or marquee sign, said **Identifying Sign** may be up to five (5) percent of the area of the wall or *building facade area*. In the case of a single story structure, an identifying wall or marquee sign may be up to ten (10) percent of the area of the wall or *building facade area*; however, this option excludes the use of any accessory sign(s);

(3) One Accessory Sign is allowed for each use. In no instance may the total area of an **Accessory Sign** exceed thirty (30) percent of the total area of the **Identifying Sign** for each occupant;

(4) Maximum total aggregate sign area for a single building is 200 square feet.

Calculation of sign area in Residential Zoning Districts:

(1) One identifying sign displaying the street number or name of the occupant of the premises, or both, not exceeding two (2) square feet in area. Such sign may include identification of a permitted accessory professional use and identify other permitted accessory uses including a customary home occupation;

(2) One identifying sign for permitted non-conforming use, not exceeding ten (10) square feet in area in the S-10, S-6, SC, CR, T and OSC Districts and twenty (20) square feet in the R.75, R1.2, and residential uses in the I-3 District;

(3) Two identification signs are permitted on each building for churches and institutions, one not exceeding twenty (20) square feet in area and one not exceeding ten (10) square feet in area;

(4) For multiple unit structures in the R.75 and R1.2 Districts, up to two (2) identifying signs indicating the name of the individual multiple unit structure(s) and/or the street address, wherein the aggregate area of the sign(s) shall not exceed twenty square feet.

Calculating Detached/Free Standing Signage:

(1) Monument ground sign is a sign that is anchored directly on the ground, not exceeding 32 square feet in gross area, nor 4' in height and which shall be externally illuminated;

(2) One free standing pylon/pole sign may be permitted in the Industrial Zoning Districts for the purpose of a **business directory** provided that no more than three (3) square feet shall be permitted thereon for each use. The aggregate sign area shall not exceed fifteen (15) square feet;

(3) A free standing pole or pylon shall not exceed twenty (20) feet above ground level and may be up to a TOTAL of 16 square feet in area, provided the sign conforms to all other applicable regulations.

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