

## TOWN OF FALMOUTH SIGN PERMIT PROCESS & REQUIRED SUBMITTALS

1. **Applicants must obtain a Sign Permit Application** from the Building Department in the lower level of Town Hall or on the *Inspectional Services* page within the *Departments* section of the Town of Falmouth web site [www.falmouthmass.us](http://www.falmouthmass.us) . If your sign is less than eight (8) square feet in area and to be located on-premised (and nor within a Historic District) you may return the completed and signed application form to the Building Department for the sign permit. No sign may be erected without payment of the required fees and issuance of a permit. For promotional and special event signage, please refer to §184-30 of the Town of Falmouth sign code.
  
2. **If the sign is located in a Local Historic District**, you must submit a Sign Permit as well as a completed "Certificate of Appropriateness Permit" application to the Historic Districts Commission (HDC) for review and approval. Applications shall be submitted to the Planning Department, upper floor of Town Hall by 4:00 PM two Fridays before the scheduled monthly hearings. The HDC usually meets on the first Tuesday of the month in the Civil Defense room in the basement of Town Hall.
  
3. **If the sign is not in a Local Historic District and is greater than eight (8) square feet**, the Sign Permit Application must be submitted to the Design Review Committee (DRC) for review and approval. Applications to the DRC shall be submitted to the receptionist on the main floor of Town Hall. The DRC will review the proposed sign to ensure that it meets the standards described in the Town's Sign Bylaw. The DRC meets on the second and fourth Wednesdays of the month at 5:00 PM. Please visit the DRC's web page in the Town of Falmouth web site or contact the DRC by email at [drc@falmouthmass.us](mailto:drc@falmouthmass.us). The receptionist will contact you of the meeting date when your application will be discussed.  
*Sign applications submitted to the DRC must include the following:*
  - A. Appropriately scaled drawing showing the location of the sign; submit two (2) 8" X 10" or 11"X 17" copies.
    1. If the sign is to be mounted, please include a description of the structure on which the sign will be mounted and provide photographs of the structure and the sign will be.
    2. If the sign will be free-standing either on the property if off the premises, submit a plot plan showing the exact height and location above natural grade.
  - B. A scaled rendering including dimensions, with proposed sign shown in color or with color chips attached. Submit tow (2) copies; size can range from 8"X10" to 11"X17".
  - C. A detailed description of the proposed sign materials and lighting. The lighting description must specify whether the sign will be illuminated with interior or exterior lighting and include information on bulb wattage.

Once you have received DRC approval, you must bring the signed application to the Building Department along with the required payment for your sign permit.

4. **In addition to the Historic Districts Commission and Design Review Committee requirements listed above, all applications for off-premise signs must also be submitted to the Board of Selectmen for a variance.**

