

Town of Falmouth Sign Permit Application (rev. 9/10)
(508) 495-7470 Fax (508) 548-4290

For office use only:

BD Permit#: _____ **Fee*:** _____ **HDC App. #:** _____ **DRC App. #:** _____

*The Sign Permit Fee is \$25.00 per sign, payable to the Town of Falmouth (special event and promotional signs under §184-30 are no charge) – please submit the required fee to the Building Department along with the completed sign permit application.

DATE: _____
STREET ADDRESS FOR PROPOSED SIGN(S): _____
APPLICANT NAME: _____ **PHONE:** _____
MAILING ADDRESS: _____ **TOWN/STATE/ZIP:** _____
BUSINESS NAME: _____
BUSINESS OWNER: _____ **ADDRESS/PHONE:** _____
PROPERTY OWNER: _____ **ADDRESS/PHONE:** _____
CONTRACTOR / SIGN COMPANY: _____
ASSESSOR'S PARCEL ID: _____ **ZONING DISTRICT:** _____

IS THE PROPOSED SIGN LOCATED WITHIN A LOCAL HISTORIC DISTRICT? Y / N

If YES, the applicant must first submit this application to the Historic District Commission (HDC) for their approval. See attached 'Town of Falmouth Sign Permit Process and Required Submittals' for a detailed description of the HDC requirements.

FREESTANDING SIGN(s) § 184-25; Projecting sign(s) § 184-35

List number and sizes of each sign that presently exist for each street frontage: _____
Area of proposed standing sign is: _____ x _____ = _____ square feet.
Do the frames, borders, etc. exceed 8 square feet in area? Y / N
The proposed standing sign will be set back from _____ street line _____ feet.

WALL SIGN(s) § 184-37; Awning(s) § 184-22

List number and sizes of each wall and roof sign that presently exist on building: _____
Size of proposed wall sign is: _____ x _____ = _____ square feet.
The lineal frontage of the wall supporting the sign is: _____ lineal feet.
The proposed sign will face _____ street/parking lot

ROOF SIGN(s) § 184-37

List number and sizes of each wall and roof sign that presently exist on building: _____
Size of proposed roof sign is: _____ x _____ = _____ square feet.
The wall that the sign will be above is: _____ lineal feet.

PROMOTIONAL/SPECIAL EVENT SIGN(s) § 184-30

Size of proposed sign is: _____ x _____ = _____ square feet.
Start date: _____; End date: _____ Total number of days that the sign will be displayed: _____

If the sign is eight (8) square feet or greater, this application must be submitted the Design Review Committee (DRC) for approval. See attached 'Town of Falmouth Sign Permit Process and Required Submittals' for a description of the DRC requirements.

OFF-PREMISES SIGN(s) § 184-32; VARIANCE § 184-20

The Board of Selectmen must approve all off-premise signs.

Proposed location: _____ Size: _____ square feet.

Board of Selectmen License No.: _____ *(Note: A copy must be attached)*

INSTRUCTIONS TO APPLICANT: (1) Attach a separate sheet with a site plan showing the location of the proposed sign on the lot as well as a sketch of the proposed sign with dimensions and the approximate appearance. **(2)** All signs in local Historic Districts must receive approval from the Historic District Commission (HDC) before the sign permit application is filed with the building department. **(3)** All applications for signs at a size of eight (8) square feet or greater that are located outside of local historic districts must be submitted to the Design Review Committee (DRC) for approval.

Signature of Applicant Date

Historic District Commission Date or Design Review Committee Date

With the following conditions: _____

Building Commissioner/Inspector Date

With the following conditions: _____