

**NOTE: We are currently NOT accepting hard copies. Please submit all applications and materials compiled into one or two PDFs to [ssikka@newtonma.gov](mailto:ssikka@newtonma.gov) **Sign Permit Applications****

All signs must be reviewed before they are installed on any building in the City. The City's sign regulations can be found in Section 5.2 *Signs* of the City's Zoning Ordinance ([Chapter 30](#)). The maximum allowable sign depends on the type of sign, establishment use, and underlying zoning district. Applications for signs should be submitted to the Planning and Development Department (City Hall, Basement, Room B10) with the following information:

- Ten (10) copies of a completed [Sign Permit Application](#) form as well as the supporting materials, which are outlined on the second page of the Sign Permit Application form;

The proposed sign is then reviewed by the Urban Design Commission, usually within two weeks, which issues advisory comments to the Planning and Development Department. A recommendation is then sent to the Commissioner of Inspectional Services. The applicant is required to submit a building permit application to Inspectional Services with a copy of the Urban Design Commission recommendation. For information regarding pre-application reviews of potential sign permit applications or fence appeals, please contact the staff liaison listed below.

**BUILDING PERMITS WILL NOT BE ACCEPTED UNTIL AFTER URBAN DESIGN COMMISSION'S DECISION**

**Meeting Date & Application Deadlines**

The Urban Design Commission meets on the **2<sup>nd</sup> Wednesday of each month (subject to change) at 7:00 p.m. in Newton City Hall (Applicants will be notified via email as to the room location prior to the meeting)**. In order to be included on an upcoming meeting agenda, a complete application must be **submitted by noon on the deadline date specified below to the Planning and Development Department (City Hall, Room 201)**

| Meeting Dates for 2022 | Application Deadline (at 12pm noon) |
|------------------------|-------------------------------------|
| January 12             | December 29                         |
| February 9             | January 26                          |
| March 9                | February 23                         |
| April 13               | March 30                            |
| May 11                 | April 27                            |
| June 8                 | May 25                              |
| July 13                | June 29                             |
| August 10              | July 27                             |
| September 14           | August 31                           |
| October 19             | October 5                           |
| November 9             | October 26                          |
| December 14            | November 30                         |

**Questions:** Contact Shubee Sikka, Urban Designer | 617-796-1139 | [ssikka@newtonma.gov](mailto:ssikka@newtonma.gov)

**Mailing Address:** Planning & Development Department, 1000 Commonwealth Ave, Newton, MA 02459

City of Newton



Ruthanne Fuller  
Mayor

## Planning & Development Department

1000 Commonwealth Avenue  
Newton Centre, MA 02459-1449  
Telephone: (617) 796-1120

Meeting Date:  
2nd Wednesday of the month  
7:00pm (Subject to change)

[www.newtonma.gov](http://www.newtonma.gov)

### Urban Design Commission Sign Permit Instructions Checklist

| Yes                      | No                       | N/A                      |   |
|--------------------------|--------------------------|--------------------------|---|
|                          |                          |                          | <b><u>(10) Copies of the following items:</u></b>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sign Permit Application form, filled out completely<br>(The General Permit Application is not required) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sign company and building owner's signature   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site plan illustrating location of the proposed sign(s) (in color)                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed signage with dimensions (in color)   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing signage ((google map images <b>NOT</b> allowed) in color)                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Neighboring signage ((google map images <b>NOT</b> allowed) in color)                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any previous special permits or variances on the property (as applicable)                               |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Any previous comprehensive sign package for the property (as applicable)                                |



**City of Newton, Massachusetts**  
 Department of Planning and Development  
 1000 Commonwealth Avenue Newton, Massachusetts 02459

Telephone  
 (617) 796-1120  
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Ruthanne Fuller  
 Mayor

Barney Heath  
 Director

**SIGN PERMIT APPLICATION**

**PROJECT #:** \_\_\_\_\_ **DATE RECEIVED:** \_\_\_\_\_ **ZONING DISTRICT:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**SIGN INFORMATION**

**USE OF PROPERTY:**  
 (check all that apply)

COMMERCIAL

MULTI-FAMILY RESIDENCE

ONE OR TWO-FAMILY RESIDENCE

INSTITUTIONAL USE

**PROPOSED SIGNAGE:**

| Description                | Sign Type        | Size (sq. ft.) | Mount Type          | Illumination           | Business Façade Frontage (ft.) |
|----------------------------|------------------|----------------|---------------------|------------------------|--------------------------------|
| <i>i.e. Joe's Hardware</i> | <i>Principal</i> | 32             | <i>Wall Mounted</i> | <i>Non-illuminated</i> | 105                            |
|                            |                  |                |                     |                        |                                |
|                            |                  |                |                     |                        |                                |
|                            |                  |                |                     |                        |                                |
|                            |                  |                |                     |                        |                                |
|                            |                  |                |                     |                        |                                |
|                            |                  |                |                     |                        |                                |

**IS THE PROPOSED SIGN(S) IN A HISTORIC DISTRICT?**  NO  IF YES, WHICH: \_\_\_\_\_

**EXISTING SIGNAGE:**

| Description                | Sign Type        | Size (sq. ft.) | Mount Type          | Illumination           | Side of Building |
|----------------------------|------------------|----------------|---------------------|------------------------|------------------|
| <i>i.e. Joe's Hardware</i> | <i>Principal</i> | 32             | <i>Wall Mounted</i> | <i>Non-illuminated</i> | <i>North</i>     |
|                            |                  |                |                     |                        |                  |
|                            |                  |                |                     |                        |                  |
|                            |                  |                |                     |                        |                  |
|                            |                  |                |                     |                        |                  |

**APPLICATION AUTHORIZATIONS**

**PROPERTY OWNER:** \_\_\_\_\_ (PRINT NAME) \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_ (DATE)

**APPLICANT/AGENT:** \_\_\_\_\_ (PRINT NAME) \_\_\_\_\_ (SIGNATURE) \_\_\_\_\_ (DATE)

**PHONE #:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

*The applicant/agent is the primary contact and may be any individual representing the establishment*

- By signing above, I certify:
- The property owner has approved the proposed sign and authorized its installation.
  - The application is complete and accurate.

**NOTE: Building permits WON'T be accepted until after Urban Design Commission's decision.**

# **SIGN PERMIT APPLICATION INSTRUCTIONS**

All signs altered, constructed, changed or erected in the City of Newton must comply with the requirements of the Sign section of the City's Zoning Ordinance. For the Sign Permit Application to be accepted **they must be complete**. The Sign Permit must be signed by the Owner (or the Owner's legal representative) of the property on which the sign is to be erected. **Inaccurate information may delay the review and issuance of a Sign Permit.**

**APPLICATION SUBMISSION REQUIREMENTS:** An application for sign approval will not be accepted by the Department of Planning and Development (Department) until it is determined to be complete. Whether a project qualifies for a Special Permit is determined by the Commissioner of Inspectional Services (Commissioner). The items needed for a complete application are:

**FORMS:** A completed Sign Permit form. The signature of the Owner of the property (or the Owner's legal representative) and the Applicant is **required** on the form, & represents the Owner's consent of the proposed sign and authorized its installation.

**SUBMITTALS:** Each Sign Permit shall be accompanied by the following:

1. Sign Plan: Scaled drawings of proposed sign(s), including:
  - a. All dimensions
  - b. Proposed color
  - c. Description of materials, style and font
  - d. Any other pertinent information
2. Façade Plan: Scaled drawings of the façade with proposed sign indicated, including:
  - a. Height and frontage measurements
  - b. Location of sign and, if applicable, the sign band with dimensions
  - c. Relevant architectural details
  - d. Any other pertinent information
3. Section Drawings: Scaled drawings of the mounting details and lighting source.
4. Site Plan: A scaled plan including:
  - a. Lot lines
  - b. Buildings
  - c. Landscaping
  - d. Existing signs
  - e. Any other pertinent information
5. Photographs: Pictures of neighboring building façade/signage (Google map images NOT allowed)
6. Any previous special permits or variances on the property (as applicable)
7. Any previous comprehensive sign package for the property (as applicable)

Any plans that are submitted as part of an application should be signed, stamped, dated, drawn to scale, clearly labeled, and not exceed 11" x 17", except as requested by the Department.

**DOCUMENT FORMAT:** All information submitted as part of an application shall be submitted in the following formats:

1. One (1) electronic copy submitted on a CD in .pdf or another format approved by the ISD if larger than 11" x 17"; and
2. Ten (10) hard copies of the complete sign application packet

**APPLICATION REVIEW PROCESS:** Upon receipt of a complete application packet, the ISD shall solicit comments from the Department and Urban Design Commission (UDC) regarding said application within two weeks. Both the Department and UDC will review said application for compliance with the Newton Zoning Ordinance. After said review, the Department and Commission will issue a nonbinding recommendation, in writing, to the Commissioner that the petitioner has complied with the procedural requirements as stated above and whether the petition has complied with the regulations of the Newton Zoning Ordinance.

**SIGNS IN HISTORIC DISTRICTS:** All signs proposed on a historic property or within a historic district shall comply with the Historic Preservation provisions of the City ordinances. A consultation with the Preservation Planner is advised for all signage that is proposed on such resources.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**