



TOWN OF MEDFIELD
BUILDING DEPARTMENT

DATE _____ 20____

APPLICATION FOR SIGN

FEE APPLIED \$ _____

- The undersigned hereby applies for consideration of a permit to erect a new, or replace an existing sign in the town of Medfield as indicated on this application.
- Sign contractors are strongly encouraged to review the attached copy of the Medfield Sign Bylaw prior to execution of this application.
- **PLEASE NOTE:** All applications for sign construction shall be accompanied with a set (3 copies, preferably color) of scaled drawings, a complete description of the proposed construction project and plot plan if applicable.

Business Name _____

Contact Name _____

Location _____

Medfield, MA 02052

Phone (____) _____

Fax (____) _____

E-mail _____

Property Owner _____

Address _____

Phone (____) _____

Fax (____) _____

E-mail _____

Sign Contractor _____

Contact Name _____

Address _____

Phone (____) _____

Fax (____) _____

E-mail _____

_____ Date
Signature of Applicant

_____ Date
Signature of Property Owner (if applicable)

- Zoning District where sign is proposed:
 Business Industrial Residential
- Type of Sign(s) Proposed:
 Freestanding Projecting/Perpendicular
 Parallel/Applied Window
 Awning/Canopy Other _____
- Sign is:
 New Replacement
- Estimated Construction Cost \$ _____
- Brief Description (Contents, Lighting, etc.) _____

• Estimated Allowable Sign Area
Tenants SHARE the allowable sign area for a building in proportion to the amount of space they occupy.

1st Floor Building Frontage _____ feet

Calculation for Allowable Sign Area:

☞ Industrial District Sign area = $5 \times \sqrt{1^{st} \text{ Floor Frontage}}$

☞ Business District

◆ Frontage < 25 ft: Sign area = $5 \times \sqrt{1^{st} \text{ Floor Frontage}}$

◆ Frontage > 25 ft: Sign area = $10 \times \sqrt{1^{st} \text{ Floor Frontage}}$

Multiple Story Building? Yes No

If yes, 2nd Floor Frontage _____ feet

Multiple Tenant Building? Yes No

If multi-story AND multi-tenant building, an additional $5 \times \sqrt{2^{nd} \text{ Floor Frontage}}$ of sign area is allowed

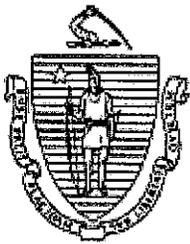
• Estimated Allowable Sign Area _____ sq. ft.

• Proposed Sign Surface Area _____ sq. ft.

All plans are subject to final review and approval by Building Inspector

SIGN ADVISORY BOARD ACTIONS: _____

APPROVED _____ Date
Building Inspector



The Commonwealth of Massachusetts
 Department of Industrial Accidents
 Office of Investigations
 600 Washington Street
 Boston, MA 02111
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: Builders/Contractors/Electricians/Plumbers
Applicant Information **Please Print Legibly**

Name (Business/Organization/Individual): _____

Address: _____

City/State/Zip: _____ Phone #: _____

Are you an employer? Check the appropriate box:

- | | |
|--|---|
| <p>1. <input type="checkbox"/> I am an employer with _____ employees (full and/or part-time).*</p> <p>2. <input type="checkbox"/> I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required.]</p> <p>3. <input type="checkbox"/> I am a homeowner doing all work myself. [No workers' comp. insurance required.] †</p> | <p>4. <input type="checkbox"/> I am a general contractor and I have hired the sub-contractors listed on the attached sheet. These sub-contractors have employees and have workers' comp. insurance. ‡</p> <p>5. <input type="checkbox"/> We are a corporation and its officers have exercised their right of exemption per MGL c. 152, §1(4), and we have no employees. [No workers' comp. insurance required.]</p> |
|--|---|

Type of project (required):

6. New construction
7. Remodeling
8. Demolition
9. Building addition
10. Electrical repairs or additions
11. Plumbing repairs or additions
12. Roof repairs
13. Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

† Homeowners who submit this affidavit indicating they are doing all work and then hire outside contractors must submit a new affidavit indicating such.

‡ Contractors that check this box must attached an additional sheet showing the name of the sub-contractors and state whether or not those entities have employees. If the sub-contractors have employees, they must provide their workers' comp. policy number.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy and job site information.

Insurance Company Name: _____

Policy # or Self-ins. Lic. #: _____ Expiration Date: _____

Job Site Address: _____ City/State/Zip: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date). Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify under the pains and penalties of perjury that the information provided above is true and correct.

Signature: _____ Date: _____

Phone #: _____

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Electrical Inspector 5. Plumbing Inspector
 6. Other _____

Contact Person: _____ Phone #: _____

or do or act anything in relation thereto.

(Board of Selectmen)

The Board of Selectmen received numerous complaints about the proliferation of signs on traffic islands, trees, telephone poles, etc. Our Zoning By-law does not control signs located in the public ways. This article will amend the Town By-Laws to establish regulations to control the location of such signs, by requiring that anyone who wishes to put a sign in a public way must first obtain permission from the Board of Selectmen as described in the article.

WARRANT COMMITTEE WILL BE HEARD

Article 26. To see if the Town will vote to amend Section 13 of the Zoning Bylaw by adding:

Section 13.3.12 Back lighted (internally illuminated) informational signs or structures with translucent faces are not allowed. Signs may be illuminated by external light fixture (white in color) or halo-lighted (no "day-glo" colors). Lamps or tubes shall not be visible to the motoring public from a public way. Sign graphics may not be translucent.

or do or act anything in relation thereto.

(Planning Board)

This article seeks to amend the Zoning By-law to establish controls over the type of lighting that may be used to illuminate signs.

WARRANT COMMITTEE WILL BE HEARD

Article 27. To see if the Town will vote to amend Section 13 of the Zoning Bylaw by adding:

Section 13.3.13 One "OPEN" flag shall be permitted per retail business. Flag shall not exceed 3 feet by 5 feet. Flag is to fly from a pole mounted to the building. Flag must be removed when business is not open.

or do or act anything in relation thereto.

(Planning Board).

This article seeks to amend the Zoning By-law to regulate the use, number, size and location of flags indicating a business establishment is open for business.

WARRANT COMMITTEE WILL BE HEARD

SECTION 13

SIGN BYLAW

13.1 ADMINISTRATION (See Section 14.2 also)

- 13.1.1 No sign, except noncommercial signs less than one square foot or specifically enumerated in Section 13.4 REQUIRED SIGNS and 13.5 TEMPORARY SIGNS shall be erected without a permit issued by the Building Inspector, application for which shall be accompanied by such scale drawings, photographs, and other information as the Building Inspector may require. The applicant must be the owner of the property or have the written permission of the owner.
- 13.1.2 It shall be the duty of the Building Inspector and/or the Zoning Enforcing Officer to administer and enforce the provisions of this Sign Bylaw.
- 13.1.3 A Sign Advisory Board shall be appointed by the Planning Board and shall be composed of three residents at large and two business persons.

The Sign Advisory Board shall have the following responsibilities:

- a) To review and recommend action on all sign permit applications.
 - b) To review periodically the existing Sign Bylaw and advise the Planning Board as to desirable modifications.
 - c) To provide assistance and advice to applicants requesting Sign Permits.
 - d) To bring violations of the Sign Bylaw to the attention of the Zoning Enforcing Officer.
- 13.1.4 Fees for sign permits shall be fixed every three years by the Board of Selectmen.
- 13.1.5 Owners of signs found to be in violation shall be subject to a fine of \$25 per day until such sign is in conformity with this Bylaw.

13.2 SIGNING DISTRICTS

The Town of Medfield is divided into three signing districts, following zoning classifications.

- 13.2.1 Business Districts - Those areas of town zoned Business (B) and Business-Industrial (BI) and those areas used for retail sales in the Agricultural District.
- 13.2.2 Industrial-Extensive (IE) - The area outside the Central Business District zoned (IE) Industrial-Extensive.
- 13.2.3 Residential - All other areas of the Town not included above.

13.3 PROHIBITED SIGNS AND SIGNING LIMITATIONS

- 13.3.1 Off-premise signs are prohibited, except temporary signs used to advertise special events whose proceeds are used for charity, schools or nonprofit organizations, provided an approved sign permit is obtained at least three (3) days before the posting of the sign. There shall be no fee for the permit and the Building Inspector is authorized to issue the permit without the Sign Advisory Board's approval.
- 13.3.2 No sign or light shall move, flash, or make noise. (Indicators of time and temperature may move.)
- 13.3.3 Any imitation of official traffic signs or signals and the use of such words as STOP, LOOK, DANGER, GO SLOW, CAUTION, or WARNING are prohibited.
- 13.3.4 Signs near traffic signals or intersections shall not obscure visibility or create confusion when viewed from a vehicle stopped at or approaching a signal or intersection.
- 13.3.5 Colored lights for sign or building illumination are prohibited in residential areas. This requirement does not apply to Christmas signs or lights.
- 13.3.6 A permanent window sign may not exceed one third of the total glass area of the window in which it is mounted. Permanent window signs must be included in calculating the total area of signage for that building side.
- 13.3.7 A freestanding or projecting sign may only include lettering and symbols to indicate the name of the business, trade-mark or logo, telephone number, and hours of operation. Freestanding directory signs for multiple-occupancy buildings may only display the name and kind of business for each occupancy. No freestanding or projecting sign may have more than two sides, excluding frames and supports.
- 13.3.8 There shall be no more than two different types of permanent signs employed per building regardless of the number of occupancies. Each occupant shall be restricted to no more than two signs. There shall be no more than one freestanding sign per building.
- 13.3.9 The registered trade-mark of a specific product may occupy no more than one quarter of the area of the sign face upon which it appears unless the specific product is at least 50% of the business by dollar volume.
- 13.3.10 Off-street parking facilities for ten or more cars may be identified by a sign displaying the letter "P" and a directional arrow indicating an entrance or exit. Such a sign may not exceed two square feet in sign area. Such signs are not counted in computing total sign area.

13.3.11 One entrance or exit sign of no more than three square feet per side shall be allowed for each entrance or exit from a parking area. These signs shall not be counted in computing the total sign area or in calculating the number of freestanding signs. Such sign(s) shall conform to the U.S. Department of Transportation Manual on Uniform Traffic Control Devices.

13.3.12 Backlighted (internally illuminated) informational signs or structures with translucent faces are not allowed. Signs may be illuminated by external light fixture (white in color) or halo-lighted (no "day-glo" colors). Lamps or tubes shall not be visible to the motoring public from a public way. Sign graphics may not be translucent.

13.3.13 One "OPEN" flag shall be permitted per retail business. Flag shall not exceed 3 feet by 5 feet. Flag is to fly from a pole mounted to the building. Flag must be removed when business is not open.

13.4 REQUIRED SIGNS (Sign Permit not required)

13.4.1 The name, if any, and street number of any nonresidential building must be identified on or be legible from the exterior of the building.

13.4.2 In a nonresidential zone a construction sign is required identifying the parties involved and the nature of the construction project, on the premises where the construction is located. In a residential zone it is optional. Sign area may not be greater than 16 square feet. The sign must not be installed more than 14 days before construction commences and must be removed 14 days after any portion of any structure is occupied or after any portion of the last structure in a multiple-building construction project is occupied.

13.5 TEMPORARY SIGNS

13.5.1 Temporary window signs are allowed without permit in Business Districts for no more than 30 days for advertising special sales or events. They may cover no more than one-third of the total area of exterior street side windows. Their area is not included in calculating allowable permanent sign area.

* 13.5.2 Temporary outdoor signs may be allowed by permit in Business Districts for no more than 30 days advertising special sales or events. Their area is not included in calculating allowable permanent sign area, but the area of such a sign shall not exceed six square feet per side.

13.5.3 Temporary signs are allowed without permit in Residential and Business Districts, including but not limited to real estate signs, contractor and subcontractor and temporary services, limited to one unlighted sign of up to eight (8) square feet pertaining to the sale, rental or lease of the premises, or to the services being performed on the premises on which the sign is placed. Such signs shall be removed within fourteen (14) days after final sale, lease or rental, or cessation of services on the premises;

- 13.5.4 Real Estate signs are allowed without permit in Industrial-Extensive Districts limited to one unlighted sign of up to twenty-five (25) square feet pertaining to the sale, rental or lease of the premises on which the sign is placed. Such signs and their supports shall be removed by the realtor within 14 days after final sale, rental or lease.

13.6 NONCONFORMING SIGNS

- 13.6.1 When the replacement of an existing nonconforming sign or the placement of a new sign on a multi-tenant building would violate the allowable sign area, a permit may be issued allowing such sign. However, the sign surface area allowed for the replacement or new sign shall be based on the proportion of floor area occupied by each tenant.

13.7 LOCATION OF SIGNS

- 13.7.1 A parallel sign shall project no more than 12" from the building surface. No awning, canopy or projecting sign shall project more than five feet from the building face or come within three feet of the public way reserved for vehicular traffic.
- 13.7.2 The bottom of a projecting sign shall be at least ten feet above ground level. The bottom of any awning or canopy sign shall not be lower than the awning or canopy to which it is attached.
- 13.7.3 The surface area of a freestanding sign shall extend no higher than fifteen (15) feet above ground level and the bottom shall not interfere with vehicular or pedestrian traffic.
- 13.7.4 No parallel sign or any portion thereof shall be allowed above the bottom of the sills of second story windows of the building on which it is mounted.
- 13.7.5 No sign or support for a sign may extend above the cornice line of the building to which it is attached.
- 13.7.6 In a Business (B), Business-Industrial (B-I), or Industrial-Extensive (I-E) District no freestanding sign shall be located nearer any property line than the permitted setback distance for a building on the same lot.

13.8 SIGN SURFACE AREA

- 13.8.1 The area of a sign is defined as the entire area within a single rectangle enclosing the extreme limits of lettering, decorative structures, logos, representations, emblems or other figures, together with any material or color forming an integral part of the sign or used to differentiate the sign from the building on which it is mounted. Structural members bearing no sign copy and outside of the area defined above are not included in calculating sign area.

- 13.8.2 For two-sided freestanding or projecting signs, both sides are included in calculating sign area, whether used for copy or not.
- 13.8.3 In a Residential District there shall be no signs except the following:
- a) On a lot occupied by a dwelling there shall not be more than one sign pertaining to the use thereof or bearing the name and occupation of any occupant or occupants, and no such sign shall exceed one square foot in area.
 - b) For premises used for permitted home occupations there shall be no exterior signs other than a sign not-to-exceed one square foot in area per side, carrying only the name and occupation of the occupant as allowed in Section 5.2 and/or Section 14.10.6.c.
 - c) In a Residential-Urban District, a multifamily dwelling complex containing ten or more units shall be allowed one sign not-to-exceed eight square feet in area per side. This sign shall contain only the name and address of the complex.
- 13.8.4 In the case of single-story, multi-tenant structures within the Business, Business-Industrial and Industrial-Extensive Districts, the allowable sign area shall be allotted based on the proportion of floor area occupied by each tenant.
- 13.8.5 Business Districts: Maximum sign area allowed is calculated according to a formula based on the building sign frontage or as otherwise indicated.
- a) For one-story buildings, or multi-story, single-tenant buildings, with building sign frontage LESS than 25 feet:
Maximum sign area equals FIVE (5) times the square root of the building sign frontage.
 - b) For one-story buildings, or multi-story, single-tenant buildings with sign frontage MORE than 25 feet:
Maximum sign area equals TEN (10) times the square root of the building sign frontage.
 - c) For all multi-story, multi-tenant buildings:
Maximum sign area shall equal 10 times the square root of the building sign frontage, plus an additional area equal to a maximum of 5 times the square root of the upper story sign frontage.
- 13.8.6 Industrial Extensive District: Maximum sign area allowed is calculated according to a formula based on the building sign frontage or as otherwise indicated.
- a) Maximum sign area equals FIVE (5) times the square root of the building sign frontage.

b) In the case where no building sign frontage exists, the maximum sign area allowed is 32 square feet, advertising only those activities conducted on the premises.

13.8.7 Sign Area Exceptions - All Zoning Districts: Allowed in addition to the maximum sign area are the following:

a) Historic markers and commemorative tablets up to FIVE square feet in area when made a permanent and integral part of the building.

b) Signs up to two square feet in area, used for identifying nonprofit organizations, rest rooms, telephones, and other public facilities, are allowed for the purposes of identifications.

c) A Bed and Breakfast use shall be allowed a two square foot sign.

13.9 OBSOLETE SIGNS

13.9.1 A sign (and its supports) which ceases to advertise a bonafide business conducted or product sold on any premises shall be removed within 30 days after written notification from the Building Inspector.

13.10 ALTERATION, REPAIR, AND REPLACEMENT OF SIGNS:

No sign shall be reconstructed, extended, changed structurally, repaired or replaced except in accordance with this Bylaw and then only if a new permit is issued following the requirements of Section 13 of the Zoning Bylaw. A sign which is deemed unsafe by the Building Inspector shall be removed by its owner.

A sign which does not conform with this Section 13 may be repaired provided that the cost of repair does not exceed 50% of the replacement cost of the entire sign, provided that such sign as repaired is not more nonconforming than the existing sign. Notwithstanding the foregoing, an electric time and temperature sign which is an integral part of a nonconforming sign may be repaired or replaced with no restrictions on the cost of the repair or replacement, provided that such sign as repaired or replaced is not more nonconforming than the existing sign. A nonconforming sign may not be maintained if the use of the property is changed.