

Thomas C. Quinn Jr.
Building Commissioner
781-897-5840

City of Woburn
Massachusetts
Department of Inspection
Services
10 Common Street
Woburn, MA 01801

**CITY OF WOBURN
INSPECTIONAL SERVICES &
WOBURN REDEVELOPMENT AUTHORITY**

**DOWNTOWN STOREFRONT SIGN PROGRAM
APPLICATION PACKAGE**

PERMIT MUST BE OBTAINED BEFORE BEGINNING WORK, Location, ownership, and detail must be correct, complete, and legible. Four copies of the Application and Plan must be submitted with the appropriate fee.

The Applications must be filled in completely. If a line does not apply, use N/A (Not Applicable) to complete the application. Failure to complete the application will result in a delay of the Application Process.

Enclosed with this cover sheet:

1. Downtown Storefront Sign Program Guidelines and Application Form 2014 (Woburn Redevelopment Authority)
2. Downtown Sign Permit Application (Inspectional Services Department)
3. Section 13 of the Woburn Zoning Ordinances Sign Regulations

To be submitted:

1. Four complete copies of the Application and Plans submitted to the Inspectional Services Department with the permit fee
 - a. Note: Color and material choice should be as outlined in the Introduction of the Guidelines
 - b. Note: Inspectional Services Department will deliver a copy to the Woburn Redevelopment Authority.

Downtown Storefront Sign Program

Guidelines and Application Form

2014

*This program is administered by the Woburn Redevelopment Authority
with funding provided by the Woburn Development and Financial Corporation.*

INTRODUCTION

The Downtown Storefront Sign Program is funded by the Woburn Development and Financial Corporation (WDFC) and administered by the Woburn Redevelopment Authority (WRA). Merchants and business property owners may be eligible to apply under this grant opportunity. The main purpose of this program is to help merchants and business property owners in the downtown area to install attractive, quality commercial signage in accordance with the City of Woburn's Sign Ordinance. A copy of the ordinance is attached to this packet.

The maximum grant award is **\$3,000** per entity. The grants will be given to help cover the cost of the fabrication and installation of the new signage (signs/awnings).

To participate, a merchant or business property owner must be located in the Business Downtown District. Preference will be given to small business owners located in the District. In addition, non-profits, charitable groups, and community organizations in the District will also be considered for funding under this program.

The color choices for a new sign must be a combination of one or more of the following: silver, black, white, or gold. Up to three of these colors can be used.

The sign must be made of carved/routed wood or hard plastic with raised letters to look like a wooden sign. If applicable, appropriate finishes and enamels must be used. In addition, all signs must have a sign insert feature so that a sign can be removed or replaced when needed.

An awning must be black with white, gold, or silver lettering. It must be made of woven acrylic fabric and treated with a water-resistant solution.

Signs and awnings must be aesthetically appropriate in color, design, and architecture.

Signs which have been purchased prior to WRA approval of the application and design are not eligible.

ELIGIBILITY CRITERIA

All signs must comply with the standards and procedures set forth in Section 13 of the Zoning Ordinance of the City of Woburn. The full text of the Section 13 is attached.

Application Screening Process

1. The entity must be located in the Downtown Business (B-D) District. To verify if the entity is located in the B-D District go to the following website:
<http://data.visionappraisal.com/WoburnMA/search.asp>
OR you may call the WRA Office at 781-897-5817.
2. The applicant must be the property owner, or a tenant operating a retail business, service establishment, or office, and have the written permission of the owner (a copy of the

City's Sign Permit Application executed by the property owner will suffice).

3. The property to which the sign is to be affixed must be up to date on all local municipal fees and taxes. A Certification from the City Treasurer/Collector is required. The certificate form is included in this packet.
4. The pre-application must be completed and submitted to the WRA for review and initial approval. The pre-application is attached.

Before Submitting your Application

5. The sign must be reviewed and approved by the City's Sign Review Board, and receive a building permit from the Inspectional Services Department. Contact Inspectional Services for Sign Review Board procedures (781-897-5840).

Application

6. The final application is to be submitted to the WRA for approval. WRA staff reviews the documentation and the WRA makes the final determination to award an applicant for funding under this program.

PROGRAM PRIORITIES

It is the intent of this program both to encourage compliance with the City's Sign Review Ordinance, and to encourage better quality, creativity, and aesthetic appearance in the design of storefront signage. For this reason, a sign which meets the following criteria will be given priority:

1. A replacement sign for a sign which was installed after the new Sign Review Ordinance was advertised and adopted.
2. A sign constructed of materials which exceed the minimum quality required by the Sign Review Ordinance.
3. A sign installation which is part of an overall storefront facade restoration.
4. A sign designed to compliment or enhance the architectural features of a building.
5. First preference will be given to small business owners.

ELIGIBLE COSTS

The following costs are allowable costs under this program:

1. The removal and disposal of a non-compliant or obsolete sign, including the disposal of any hazardous or other materials used in the sign which require special handling.
2. The sign design, if design is by a licensed architect or engineer.
3. The fabrication of the sign by a qualified sign company.
4. The installation of the sign, including minor repairs needed to the sign field or other building element.

PROCEDURE

The application process is as follows:

- Applicant meets with WRA staff to review the pre-application form.
- Applicant submits a completed pre-application to the WRA with all required documentation.
- WRA staff determines the applicant's eligibility and notifies the applicant in writing.
- If selected, the applicant submits a completed application to the WRA with all required documentation.
- WRA reviews the documentation and votes to allow an applicant to receive funding under this program.
- Applicant signs a Memorandum of Agreement with the WRA.
- Applicant has the sign installed.
- Inspectional Services inspects the sign installation.
- Applicant approves the sign vendor's invoice(s). A signed letter is to be submitted to the WRA indicating approval of the invoice(s).
- Sign vendor submits an invoice to the WRA indicating the amount received from the Applicant (if any), and the amount due from the WRA.
- WRA reviews the invoice(s) and votes to approve payment.
- WRA pays the sign vendor for the WRA's portion of the cost.

Approval by the WRA before installation of the sign is required. Furthermore, approval of a sign by the Sign Review Board does not constitute approval for this grant program.

APPLICATION PERIOD/AVAILABILITY OF FUNDS

Completed applications are processed on a first-come, first-served basis in accordance with the program's priorities until funds are exhausted.

CHANGES AFTER INSTALLATION

The applicant must keep the sign/awning for a period of 10 years (from the date of the Agreement). Any request to change or remove the sign/awning will require permission from the WRA. The applicant must notify the WRA in writing if they would like to make such a request. In the event that a business relocates or closes, the applicant must consult with the WRA before removing the sign. However, the sign fixture/awning frame must remain for at least the 10 year agreement period or full repayment of the grant will be required.

WAIVER AND REVISIONS OF GUIDELINES

The WRA reserves the right, without further notice, to amend the program guidelines, establish priority or waiting lists, or suspend program operations or deny applications when deemed in the interest of the program and WRA.

APPLICATION AND INFORMATION

Applicants wishing to participate in this program, or who would like additional information, should contact WRA staff at (781) 897-5817. Applications should be submitted to:

Inspectional Services Department
Woburn City Hall
10 Common Street
Woburn, MA 01801

APPLICATION

Woburn Redevelopment Authority

Woburn City Hall
10 Common Street
Woburn, MA 01801
(781) 897-5817

Donald P. Queenin, Chairman
Gary Fuller
Arthur Duffy
Wayne McDaniel
David Ryan

WRA Staff:
Erin Wortman

If you have any questions about this application please contact the WRA Staff at 781-897-5826

I. Applicant Information:

Name: _____

Mailing Address: _____

Telephone #: _____

Email Address: _____

Business known as

- Corporation
- Partnership
- Sole Proprietorship
- Nonprofit/charitable
- Other

II. Owners and Officers in Applicant's Business Organization:

Name:	Address:	Position:

III. Relationship of Applicant to Building:

- Owner: attach proof of ownership (tax bills, title deed, etc.)
- Tenant: **attach written permission from building owner to participate.**
- Other: explain _____
- Have all City of Woburn taxes levied on the building and property described in this application been paid to date:
 Yes No: explain _____

IV. Proposed Project:

Description of building:	
Street Address:	
Frontage (in feet/inches):	Type of construction:
Number of businesses:	
Number of Stories:	
Description: Briefly describe the sign proposed. Attach any drawings, diagrams, or specifications which are available:	
Project Cost: Please indicate the estimated total project cost: _____ (If not determined, write "unknown")	
Will you require a commercial loan?	<input type="checkbox"/> Yes <input type="checkbox"/> No

V. 2 Price Quotes:

Prior to the execution of an agreement, the Applicant must obtain **two** independent price quotes for the proposed sign fabrication and installation.

VI. Certification:

The undersigned hereby represents and certifies to the best of his/her knowledge and belief that the information contained in this statement and any exhibits or attachments hereto is true and complete and accurately describes the proposed project, and the undersigned agrees to promptly inform the Woburn Redevelopment Authority of any changes in the proposed project which may occur.

Signature

Date

Title

Business Tax I.D. Number

PLEASE RETURN YOUR COMPLETED APPLICATION ALONG WITH ALL DOCUMENTATION TO:

Woburn Inspectional Services
City Hall
10 Common Street
Woburn, MA 01801

Applications must be mailed or hand delivered (email or fax will not be accepted)

The following pages are from the Woburn Zoning Ordinances Section 13 Sign Ordinances

13.7 Sign Regulations in Downtown Business (B-D) and Neighborhood Business (B-N) Districts

The purpose of the regulations in the B-D and B-N Districts is to instill and preserve the traditional New England style of architecture present in these areas and enhance the quality and value of these districts for all the citizens of Woburn.

1. Permitted Signs:

1. One primary wall sign for each establishment in the structure.
2. One secondary wall sign for each separate entrance to the structure or frontage on a street or parking area, except there shall be no more than two (2) secondary signs for each structure. Secondary signs may not be erected on the same wall containing the principal sign.
3. One directory sign for each separate entrance.
4. Awning signs.
5. Window signs.

2. Dimensional regulations:

1. Primary wall signs: One (1) permanent wall sign not to exceed one (1) square foot for each lineal foot of sign frontage and not to exceed thirty-six (36) inches in height. The maximum allowable size is fifty (50) square feet. The sign must be placed in the building's sign band, if one exists, and the sign must be placed so it does not obscure architectural detail of the building and that the top of such sign be placed no higher than whichever of the following is lowest: twenty (20) feet above grade, bottom of the sills of the first level of windows above the first story or the height of the building line. The sign shall project no more than twelve (12) inches out from the building and letters in the sign shall not be larger than two and one-half (2 1/2) feet high. Mounting hardware shall be placed to minimize its view from the sidewalk. If architectural detail of the building necessitates the sign may be broken up into two (2) sections, provided that the sign is still within the sign band and the total area of both sections does not exceed one (1) square foot for each lineal foot of sign frontage and not to exceed thirty (36) inches in height. The maximum allowable size is fifty (50) square feet. Signs not overhanging a Public Way may project thirty-six (36) inches out from a building.
2. Free standing sign: One (1) free standing sign is allowed when the building has a setback of twenty (20) feet or more. This sign will not exceed one half (1/2) of a square foot for each lineal foot of building frontage and not to exceed fifteen (15) feet in height. The maximum allowable size is thirty (30) square feet per side of a double faced sign. A free standing sign post must be a minimum of five (5) feet away from the lot line and/or driveway.
3. Secondary wall signs: One per secondary wall. Area of each secondary wall sign shall be no greater than one half (1/2) the area permissible for the primary wall sign or it will not exceed one half (1/2) of a square foot for each lineal foot of secondary building frontage and not to exceed thirty-six (36) inches in height. The maximum allowable size is twenty-five (25) square feet.

4. Directory signs: Area shall be no greater than one (1) square foot per occupant. One (1) sign per entrance.
5. Awning signs: One (1) awning sign is permitted per ground floor use provided it is located on the valance of the awning that letters are in a maximum of one (1) line and are no larger than six (6) inches in height. Awnings will not exceed four (4) feet in height from the bottom of awning and will not project more than three (3) feet from the wall. Signage on valance of awning will not be included in total calculation of sign area. The minimum allowable height will be eight (8) feet from bottom of awning to ground.
6. Permanent window signs:
 1. Upper floor uses: One (1) sign is permitted per window and a maximum of two (2) window signs per use for businesses on upper floors provided that the sign(s) does not exceed twenty-five (25) percent of the area of any window. Lettering on the glass is preferred.
 2. Ground floor uses: Any number of window signs are permitted for the ground floor provided they do not cover more than twenty-five (25) percent of any window. Lettering on the glass is preferred.
7. Temporary window signs and real estate signs:

Temporary signs, placed in windows pertaining to special sales or events, are permitted provided that the signs do not exceed twenty-five (25) percent of the total window area inclusive of permanent window signs. Not to exceed fifty (50) percent of the allowed primary sign area. Real estate advertisement signs are not to exceed sixteen (16) square feet and only one is allowed per establishment. These signs are not subject to Sign Review Board Approval.
3. Prohibited Signs:
 - a. Luminescent, phosphorescent, "Day-Glow" or equivalent paints, dyes or other material used on signs.
 - b. Roof Signs.
 - c. Marquee Signs.
 - d. Movable chassis mounted signs.
 - e. Internally illuminated letters or signs and framing substructures of such signs, except for time and temperature signs and service stations.
 - f. Signs illuminated by other than a stationary white or off white steady light.
 - g. Signs containing specific brand names or trademarks unless it is the principle commodity for sale at the location being marked.
 - h. Projecting signs over a public right of way.
 - i. Illuminated awning lettering and awnings not made from a canvas fabric.
 - j. Signs made of plywood (except framed MDO plywood), signs not made from a substantial product, anything lesser than a hard wood (example: Pine or Bass)
11. Signs prohibited by section 13.3 of this ordinance and any other sign not specifically permitted by this ordinance. (numbered as passed) (amended 6/25/97)



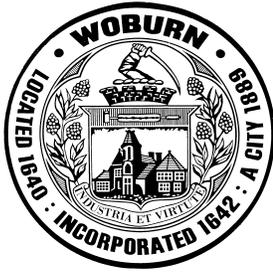
City of Woburn

Awning and Sign Permits – Bond Required

In order for the City Clerk to sign an application for a sign, signboard, or awning permit, the applicant must file a sign or awning bond with the Office of the City Clerk.

The Woburn Municipal Code requires that the bond run to the city in the sum of five thousand dollars (\$5,000.00) in order to cover the risk of damage to the public that might ensue from the maintaining of said sign, signboard, or awning. Each year, on or before April 1st, a certificate or registration of the intention of the person to continue the maintaining of said sign, signboard, or awning shall be filed with the Office of the City Clerk. The bond shall be conditioned upon the payment of any loss, damage, or injury resulting to persons or property by reason of the establishing or maintain of said sign or signboard.

A petitioner should contact their insurance agent for assistance in obtaining the bond. The Certificate of Bond is filed with the Office of the City Clerk.



City Of Woburn

Massachusetts

City Hall
10 common Street
Woburn, MA 01801

Department of Inspection Services

Telephone 781-897-5840
Fax 781-897-5849
TCQuinn@cityofwoburn.com

Thomas C Quinn, Jr.
Building Commissioner

Application to erect, construct or alter Sign(s) In a **B-D or B-N** Zoning District

No sign shall be erected, constructed or altered except in accordance with Section 13 "sign Regulations" of the City of Woburn Zoning Ordinance. Signs erected, constructed or altered in the B-D or B-N zoning districts are subject to review and approval of the Sign Review Board (SRB) and must comply with Sections 13.7 through 13.12 of said Ordinances.		Permit #: _____ Fee: _____ Date: _____ <i>For office use only</i>	
Sign Review Board	Date	Building Commissioner	Date

"Sign" Address	Zone
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Business Owner		
Business Name	Address	Phone
Owner Name	Address	Phone

Property Owner		
Name	Address	Phone

Fabrication and Installation		
Contractor	Address	Phone
Contact	Address	Phone

Additional approvals required	
City Clerk (if overhanging a public way)	Date
Conservation Commission (if free standing sign)	Date
Planning Board (if denied by sign review board)	Date

Application must indicate **ALL** signs (existing and proposed) that will be present at the location after work has been completed under this permit. This application must be accompanied by scaled drawings and color swatches.

Primary Wall Sign(s)	New [] Exist []	Materials: Face	Frame	Letters
Height or primary lettering		Size of sign L	" xW	" Area(exist) SF Area(new)
Attachment Method		Illumination Method		
Secondary Wall Sign(s)	New [] Exist []	Materials: Face	Frame	Letters
Height or primary lettering		Size of sign L	" xW	" Area(exist) SF Area(new)
Attachment Method		Illumination Method		
Directory Sign(s)	New [] Exist []	Materials: Face	Frame	Letters
Height or primary lettering		Size of sign L	" xW	" Area(exist) SF Area(new)
Attachment Method		Illumination Method		
Awning Sign(s)	New [] Exist []	Materials: Awning	Frame	Letters
Height or primary lettering		Size of sign L	" xW	" Area(exist) SF Area(new)
Attachment Method		Illumination Method		
Height above sidewalk		Projection From Building		
Window Sign(s)	New [] Exist []	Area of all windows	SF	
Height or primary lettering		Size of sign L	" xW	" Area(exist) SF Area(new)
Free standing Sign(s)	New [] Exist []	Materials: Face	Frame	Letters
Height or primary lettering		Size of sign L	" xW	" Area(exist) SF Area(new)
Setbacks from lot lines	Height	Attachment Method	Illumination Method	
Front	Side(s)			
<i>A Certified plot plan must be provided along with application for all free standing signs.</i>				

Total area of all **EXISTING** Signs: _____ SF Total area of all **NEW** Signs: _____ SF
 Linear Frontage of Business Space _____
 Permit Fee (Area of all NEW signs x \$4.00/SF, \$50.00 Minimum Fee): \$ _____

PERMIT FEE DUE AT SUBMITTAL IN THE FORM OF CHECK OR MONEY ORDER ONLY, CASH NOT ACCEPTED.

Permits shall become void six months after date of issue unless construction has commenced. False statements will result in revocation of permit. The undersigned assumes all responsibility for compliance with the Massachusetts State Building Code, 8th edition, and all other applicable codes, ordinances, by-laws and regulations of the City of Woburn. The above and all attached, is subscribed to and executed by me under penalties of perjury in accordance with Section 1A of Chapter 268, MGL. **NO WORK SHALL COMMENCE UNTIL A PERMIT IS OBTAINED.**

Signature of Building Owner: _____ Date: _____

All applications for review by the SRB must be completed in full prior to submission or they will not be accepted. Applications must include a scaled drawing of the proposed sign(s) and its installation and should include the following:

1. The type of sign (wall hanging, awning, etc)
2. Dimensions of the proposed sign(s) with a calculation of the allowable area as outlined by the City of Woburn Ordinances.
3. Scale drawing of the building showing the location of the proposed sign(s).
4. Drawings may be in black and white, but a color samples must be attached with the exception of black, white and gold leaf.
5. Materials that the proposed sign(s) will be constructed of.
6. Attachment method to the building or structure.
7. Designs prepared by a registered design professional shall be sealed and signed by said design professional.
8. Method of illumination.
9. All scales used must be noted on drawings.
10. Certified plot plan for free standing signs.

Four copies of the application and all required documents must be submitted to the Department of Inspection Services (DIS) along with the permit fee as calculated on the application. Allow at least two weeks but not more than twenty eight days for the SRB to approve, modify or deny your application. The application will then be forwarded to the Acting Building Commissioner, with comments, for final approval. See section 13.11 of the City of Woburn Zoning Ordinance as amended.

Applications should be submitted to:

Department of Inspection Services
City Hall
10 Common St
Woburn, MA 01801
781-897-5840

CERTIFICATION OF TREASURER/COLLECTOR

(MGL c.40,§57; WMC 3-24)

Office Use Only: DEPARTMENT

NOTE - ALL LINES MUST BE COMPLETED BY APPLICANT.

1. Parcel which directly relates to the application filed. (*This numeric Parcel I.D. can be found: on the tax bill, or in Street Listing Records at the Building or Assessor's office. Web: <http://data.visionappraisal.com/WoburnMA/>.*)

(Example I.D.: 12-34-56) Map _____ Block _____ Lot _____

2. **Does Real Estate owner and/or tenant own or have a beneficial or financial interest in any other real estate properties within the city of Woburn?**

Circle one: NO YES

A beneficial interest can be as an individual, partnership, trust, LLP, LLC etc. If YES, insert Map, Block, and Lot below for each property. Use back of form, if necessary.

Map _____ Block _____ Lot _____
Map _____ Block _____ Lot _____

3. **Property Address where permit is sought:** _____
Real Estate Owner Name(s): _____
Real Estate Owner(s) Legal Business Name (if any): _____
Real Estate Owner's Residential Address (if different): _____
Telephone Number: _____

Tenant/Lessee Name: _____
Legal Business Name (if any): _____
Tenant's Address: _____ Telephone Number: _____

4. **Check one:** Residential Individual/Sole Proprietor Corporation
 Trust LLC/LLP Other _____

5. **I certify under the penalties of perjury that I am the record owner or tenant of the within described property and the above information is accurate and complete.**

Date Signature of Applicant Property Owner or Tenant (Not contractor)

Title Print Name

(For Office Use Only)

CERTIFICATION OF TREASURER/COLLECTOR

The records of this office indicate that there are no unpaid real estate taxes, municipal fees, liens or other municipal charges outstanding and unpaid, or for the payment of which the owner has entered into a payment agreement with this office, on the above described parcels as of:

EXPIRES: _____

Certification Date

Treasurer/Collector

*** FAXES OR SIGNATURE COPIES WILL NOT BE ACCEPTED ***

For copies of this form: <http://www.cityofwoburn.com/index.asp?nid=279>