

**SIGNAGE SPECIAL PERMIT/
SITE PLAN REVIEW FOR SIGNAGE
APPLICATION PACKAGE
COMMUNITY PLANNING COMMISSION**

In order for an application to be considered “COMPLETE” all of the following items must be submitted:

1. One (1) copy of application form and filing fee _____
2. Vicinity ownership map _____
3. Two (2) copies of the sign plans _____
4. PDF plan emailed to planning@northreadingma.gov at time of filing _____
5. A letter from owner authorizing the applicant to file on owner’s behalf _____
6. Evidence of filing with Town Clerk
(To be provided by the CPC office at the time of submittal.) _____
7. Evidence that taxes are paid up to date _____
8. A brief letter of explanation _____
9. Complete certified list of abutters
(Obtainable from North Reading Assessing Office) _____
10. Proof of certified mailing of legal notice of public hearing sent to all
abutters on certified abutters list with the certification sent back to the
Planning Dept. _____
11. One set of envelopes addressed to all abutters on certified abutters list
with postage paid for mailing Notice of Decision. _____

NOTE: Other supporting documents including but not limited to the decisions of other boards, conditions, covenants or permits already in effect, etc. may be required by the Community Planning Commission prior to a final decision.

All costs incurred from legal advertisements and abutters notices will be born by the applicant.

MEMORANDUM

TO: Applicants

FROM: North Reading Community Planning Commission

SUBJECT: Guidelines for Processing Applications

It is recommended that before you file your application, you discuss your proposal informally with the Planning Administrator. The Planning Administrator will review your project's conformance with the Town's Regulations and advise you on procedures for obtaining approval. Call (978) 357-5250 for an appointment.

The key to receiving a prompt decision is to have all the necessary information in the Planning Office before the Community Planning Commission board meeting. All applications MUST be submitted to the Planning Office at least TWENTY-ONE (21) DAYS prior to the Community Planning Commission meeting at which it will formally be reviewed. The Planning Administrator will schedule you for a Public Meeting. In order to be scheduled, your application must be complete.

We recommend that you meet with the Planning Administrator when you submit your Application to ensure that everything is in order.

North Reading's signage bylaw, Chapter 200: Zoning, Article XIV: Signs is available at: <https://ecode360.com/10385040> or in the Planning Office.

The application form must be properly filled out. The application form is intended to be self explanatory, but be sure that you show the following:

WHO owns the property? If the applicant is not the owner, a letter must be submitted authorizing the application. Otherwise, the owner must sign the application.

WHERE is the property located?

WHAT is the signage scheme you propose? Attach a sketch or rendering of the proposed sign(s), a plot plans showing the exact location of all proposed signs, and any other visual materials that will assist the CPC in understanding the proposal. Please provide detailed information about colors, materials and any lighting proposed.

WHY does your proposed use require a signage special permit/site plan approval by the Community Planning Commission? Please refer to Article XIV: Signs in the North Reading Zoning Bylaws. Special permits available from the CPC for signage are:

- Master Signage Plan (§200-81, *Signs in business and industrial districts*, Section B)
- Exemptions by special permit (§ 200-86)

For all signage special permits, please refer to § 200-84, Standards for granting special permits.

Mail or deliver the completed application, with all attachments to the Planning Office. A fee is charged sufficient to cover the cost of reviewing the application and all accompanying materials. Make check payable to the Town of North Reading and remit with your application.

The Community Planning Commission will schedule a public hearing within thirty (30) days of receipt of your properly completed application. Public notice of the hearing will be posted and printed in a newspaper, and notice will be mailed to you and to all abutters and to other parties whom the Commission may deem to have an interest, at least five days before the date of the hearing. You and all other parties will be invited to appear in person or by agent or counsel to state reasons why the Site Plan should or should not be approved.

After the public hearing, the Commission will reach a decision. You will be provided with a copy of this notice of decision. The Commission will file the decision with the Town Clerk. You will need to record the decision at the Registry of Deeds.

DEFINITIONS

ABUTTER LIST

A list of all property owners of all the parcels within 300 feet of all property lines of the applicant's parcel. This list is compiled and certified by the North Reading Assessor's Office.

VICINITY OWNERSHIP MAP

Drawn to scale, at least 8½" X 11", showing all parcels in the vicinity adjacent to and surrounding the property, within a radius of 300 feet from the exterior boundaries of the property. Each such parcel shall be designated by number to correspond with the abutter list.

LETTER OF EXPLANATION

A separate statement explaining the nature and intent of the proposed development and reasons justifying the request. References to effects produced by the request upon surrounding neighborhoods, and the Town at large, should be included.

TWO SETS OF PLANS TO INCLUDE:

- A. Complete signage plans, including a scaled drawing of signs proposed with dimensions, samples of the proposed colors, description of materials
- B. A plot plan, drawn to scale, showing the exact location of the signs on the site, including the required setbacks as specified in Article XIV of the zoning bylaw
- C. If illuminated, include complete lighting information (source and method of lighting, internal/external lighting, photometric information showing no spillage onto adjacent properties)

**TOWN OF NORTH READING, MASSACHUSETTS
COMMUNITY PLANNING COMMISSION**

SIGNAGE SPECIAL PERMIT/SIGNAGE SITE PLAN REVIEW APPLICATION FORM

PRINT LEGIBLY OR TYPE

1. Name of Legal Owner of Record: _____

Address: _____

Telephone: () _____

2. Name of Applicant: _____

Address: _____

Telephone: () _____

3. Relationship of applicant to property if other than owner: _____

(Written permission from owner is required)

4. Description of Property: _____

Address: _____

Map(s) #: _____

Parcel(s) #: _____

5. Area of Entire Tract: _____
Portion Being Affected: _____
Frontage _____ Feet _____ Depth _____ Feet _____
List all Zoning Districts Affecting Property _____
6. Currently Existing Use and/or Situation: _____

7. Proposed Use (if different) : _____

8. List all Maps, Plans and Other Accompanying Materials Submitted with the Application:
A. _____
B. _____
C. _____
D. _____
E. _____
F. _____
G. _____
11. Name and profession of person designing plan:
Name: _____
Address: _____
Profession: _____ Telephone: () _____

12. List any easements, covenants or restrictions on the property that may restrict the signage on the site (if applicable): _____

13. Are any Waivers, Special permits, or Variances requested? (Yes/No). ____ If Yes, List.

A. _____

B. _____

C. _____

NOTE: It is the responsibility and obligation of the applicant to read the pertinent regulations and submit plans conforming to all town requirements. Any preliminary or final approval by the Community Planning Commission shall be subject to adherence with all requirements of the Zoning Bylaws unless relief is specifically granted by the appropriate permit granting authority.

Signature of Applicant or Agent: _____

Print Name of Applicant or Agent: _____

Address: _____

Telephone: () _____