

CITY OF CAMBRIDGE

INSTRUCTIONS FOR OBTAINING PERMISSION FOR PERMANENT SIGNS AND AWNINGS THAT PROJECT OVER THE PUBLIC WAY MORE THAN SIX INCHES

1. **Complete the Building (Sign) Permit Application on line at the Inspectional Service Department or on a personal computer.** Inspectional Services Department is located at 831 Massachusetts Avenue, (617) 349-6100. Items that must be scanned and attached to online application:
 - Sketch or drawing of sign or awning
 - Copy of sign company's contract
 - Insurance
2. **Projected Sign Application and Abutter Forms are available at City Clerk's Office, Room 103 City Hall, 795 Massachusetts Avenue, (617) 349-4260.**
3. **Complete application.** Application must be signed by business owner and property owner. You must measure and state the distance by which the sign or structure will project over the public way. This application is signed under the pains and penalties of perjury. If you have difficulty ascertaining the distance, you may wish to use a surveyor. Complete the abutter forms.

After completing steps (1) - (3), file the application with the City Clerk.

The completed application can be dropped off at the City Clerk's Office or e-mailed to mcosgrove@cambridgema.gov.

- 4 The Clerk will place the application on the agenda for a City Council meeting for its consideration.
 - During the months of September through June, the City Council meets every Monday at 5:30 p.m. except for Monday holidays. During July and August, the City Council holds one summer meeting. Applications must be received at the City Clerk's office on the Thursday prior to the Monday meeting.
 - After the City Council has approved the petition, the City Clerk will send the petitioner an unexecuted bond form.
5. **Petitioner must have the bond form executed by a Surety Company and then return it to this office.**
6. When the executed bond is returned to the City Clerk's Office, the City Clerk will give the petitioner a copy of the City Council order of approval with notation that bond is acceptable. ISD will issue a building permit to the petitioner, so long as all building permit requirements have been met. The petitioner can obtain the sidewalk obstruction permit from DPW.

Revised September 24, 2013

CITY OF CAMBRIDGE

PERMANENT SIGN OR STRUCTURE THAT WILL OBSTRUCT THE PUBLIC WAY MORE THAN SIX INCHES

Cambridge, _____, 20_____

To the Honorable, the City Council of the City of Cambridge:

EACH PETITION MUST BE ACCOMPANIED BY A DRAWING OF PROPOSED SIGN, INDICATING DESIGN AND DIMENSIONS AND LOCATION ON PREMISES.

The undersigned respectfully prays that _____

(NAME OF BUSINESS)

be granted permit to erect a sign of the following specifications in front of premises located at

(ADDRESS)

Type of Sign:

(state whether electric or otherwise and material used in construction)

Reading matter to go on

sign: _____

Size: _____ Weight: _____

Public Way

Obstruction: A. _____ B. _____
(Give exact distance sign is to extend over sidewalk) (Also exact distance from bottom of sign to sidewalk)

Height Above Grade: Bottom: _____ Top: _____

NOTICE - REGULATIONS

[Section 12.08.010 Municipal Code – Encroachments onto Streets] Section 1212.0 State Building Code – Projecting Signs]

- A projecting sign shall be constructed wholly of incombustible materials.
- All signs must meet requirements of Zoning Ordinances and Building Code.
- **Note: Section 12.12.220 provides in part “every owner who maintains a . . . structure in or over a street. . . shall do so only on the condition that such maintenance shall be considered as an agreement on his part to keep the same and the covers thereof in good repair and condition, at all times during his ownership, and to indemnify and save harmless the City against any and all damages, cost or expenses which it may sustain, or be required to pay by reason of such. . structure.”**

PROPERTY OWNER OR AUTHORIZED AGENT HEREBY STATES THAT INFORMATION IS TRUE TO THE BEST OF HIS/HER KNOWLEDGE AND UNDERSTANDING UNDER PAINS AND PENALTY OF PERJURY.

(Property owner or authorized agent) (Address) (Tel. No.)

(Business owner) (Address) (Tel. No.)

ABUTTERS FORM FOR SIGN/AWNING PERMIT

To Whom It May Concern:

Date _____

As Owner of Agent of _____ Cambridge,
Massachusetts, I do hereby declare my disapproval _____ approval _____ of the
installment of:

Canopy over the sidewalk entrance: _____

Awnings over the windows: _____

Projecting sign: _____

of said property.

Signed: _____ Date _____

Address: _____

ABUTTERS:

**PLEASE COMPLETE FORM WHETHER OR NOT YOU APPROVE OF THE REQUESTED
SIGN/AWNING AND RETURN IT TO THE APPLICANT WITHIN SEVEN (7) DAYS FOR
INCLUSION IN THE APPLICATION.**

SIGN/AWNING APPLICANT:

**PLEASE FILL IN DATE THAT FORM WAS DELIVERED TO ABUTTER (TOP RIGHT OF THIS
FORM)**

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To Whom It May Concern:

Date _____

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