

Town of Orleans
Office of the Building Department
19 School Road, Orleans MA 02653
(508) 240-3700 x2455 building@town.orleans.ma.us



Fee: \$50

SIGN PERMIT APPLICATION

(Please see reverse for further information – attach drawings and site plan)

Business name: _____
Contact name: _____ Phone number: _____
Street address/Sign Location: _____
Mailing address: _____
Contact Email: _____

Sign #1

Square footage Setback property line Type of sign, ie ladder, freestanding Height-freestanding

Lighted (Yes/No) Describe lighting – must comply with Outdoor Lighting By-law and Sign Code

Sign #2

Square footage Setback property line Type of sign, ie ladder, freestanding Height-freestanding

Lighted (Yes/No) Describe lighting – must comply with Outdoor Lighting Bylaw and Sign Code

Sign #3

Square footage Setback property line Type of sign, ie ladder, freestanding Height-freestanding

Lighted (Yes/No) Describe lighting – must comply with Outdoor Lighting Bylaw and Sign Code

Below for Office Use Only:

Architectural Review Committee Approval Granted
Old King's Highway Regional Historic District Committee Approval granted
Zoning Board of Appeals granted
Planning Board Relief granted

Sign #1 Approved _____ Yes _____ No Modifications from submittal _____
Sign #2 Approved _____ Yes _____ No Modifications from submittal _____
Sign #3 Approved _____ Yes _____ No Modifications from submittal _____

Date Approved _____ Building Department Authorization _____

Based upon the information provided by the applicant, the signs applied herein meet Section 164-35, Signs, of the Zoning By-law or have received relief from the proper authority as noted above.

Date Inspected _____ by _____



Sign Permit Information and Guidelines

Applicant must fill out the form on reverse side, and provide the following:

- Site plan with the proposed location of the sign marked and/or drawing or photo of building with proposed sign location marked
- Drawing of sign with dimensions
- Color samples
- Descriptions of materials, posts, supports, etc
- Set-backs and height

Applicant must go to the Architectural Review Committee (or Old King's Highway Regional Historic District Committee) for approval prior to applying for a Sign Permit.

Sign cannot be installed until approval by the appropriate committee and the Building Department.

Permit fees are \$50 per sign

Allowable Sign Dimensions – Excerpts from Sign Code 164-35

Set-back from property line – street side	Max Height (Freestanding signs)	Max Area
1 – 3'	3'	6 sq ft
3 - 10'	6'	15 sq ft
10 - 25'	10'	32 sq ft
Over 25'	12'	60 sq ft

Maximum of 3 signs per business

Any property with 3 business or more must have a ladder sign – single free-standing signs not allowed.

Further sign code information is available in the Zoning By-law, Chapter 164-35. These excerpts are informational only and are not intended to represent all regulations covered by the Zoning By-law.

*Any future changes to approved sign permits will have to appear before the Architectural Review Committee and would require a new sign permit.