



City of Malden

# Sign Design Review Application Version 2017.1

(R.O. 1991 Section 3.35)

## INSTRUCTIONS

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Any sign in Malden needing a permit is required by the City to be reviewed by the Sign Design Review Committee (SDRC). Only COMPLETE applications submitted to the Department of Permits, Inspections, and Planning Services will be accepted and placed on the Sign Design Review Committee's meeting agenda.

**STEP 1: Complete the Permit to Erect Sign application: online at [permits.cityofmalden.org/CAP/Site/Public/Main](https://permits.cityofmalden.org/CAP/Site/Public/Main) OR in-person at City Hall 110 Pleasant Street, 2nd Floor, Malden, MA, 02148**

**STEP 2: Complete this Sign Design Review Application**

**STEP 3: Submit the Sign Design Review Application and all required material: as PDF attachments to the online Permit to Erect Sign application OR in-person at City Hall 110 Pleasant Street, 2nd Floor, Malden, MA, 02148**

## ADDITIONAL INFORMATION

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**FEES:** The fee for Sign Design Review is \$50 per application. The fee for the Permit to Erect Sign is \$100 plus \$5 for every \$100 value of the sign.

**SIGN REQUIREMENTS:** All signs in Malden are regulated by the City's Sign Control Ordinance (R.O. 1991 Section 3.35). The ordinance includes requirements for sign type, sign location, sign size, and the number of signs allowed. See R.O. 1991 Sections 3.35.7 through 3.35.10 for regulations on signs requiring permits. The Malden Sign Controls are available at: [cityofmalden.org/sites/default/files/sign\\_control\\_ordinance.pdf](https://cityofmalden.org/sites/default/files/sign_control_ordinance.pdf)

**SIGNS NOT REQUIRING A PERMIT:** Signs not requiring a permit are not reviewed by the SDRC. If a sign does not require a permit, do not complete this application. See R.O. 1991 Section 3.35.5 for a complete list of signs not requiring a permit.

**PROHIBITED SIGNS:** Signs expressly prohibited by the Sign Control Ordinance, other City ordinance, or the Massachusetts Building Code will not be approved by the SDRC. See R.O. 1991 Section 3.35.6 for a list of prohibited signs

**PROVIDED INFORMATION & ADDITIONAL MATERIALS:** All dimensioned plans should include the information necessary to determine the type, number, location, or area, of signs *existing and proposed* on a property, and the type, number, location or area, of signs *allowed* on a property. The SDRC reserves the right to request samples of any proposed sign materials, additional plans, photos, or other applicable resources deemed necessary to review a sign in accordance with the City's Sign Control Ordinance.

**PORTABLE SIGNS:** Portable signs are generally "A-Frame" or "T-Frame" signs not permanently affixed to a building, structure, or the ground and are designed to be transported or moved. The SDRC may issue a sign permit to a portable sign for a minimum of 30 days and a maximum of one year. See R.O. 1991 Section 3.35.8.5 for requirements.

**LIMITED DURATION SIGNS:** Limited duration signs are signs displayed on private property for more than 30 days but not intended to be permanent or to be displayed for an indefinite period. Most of these signs cannot exceed 20 sq. ft. The SDRC may issue a renewable permit for a limited duration sign for a minimum of 90 days and a maximum of one year. See R.O. 1991 Section 3.35.8.7 for requirements.

**TEMPORARY SIGNS:** Temporary signs are signs displayed on private property for less than 30 days, no more than twice a year. Temporary banners that identify a new business or advertises a special sale, event, or activity cannot exceed 32 sq. ft. Temporary signs advertising a property for lease/sale cannot exceed 12 sq. ft. If your sign meets the temporary sign requirements, it does not require a permit and you should not complete this application. See R.O. 1991 Section 3.35.8.8 for requirements.

**WOODEN SIGNS:** Wooden signs are prohibited. Applicants seeking the look of wood should consider the use of high density foam.

**ILLUMINATION:** At the request of the City of Malden, the owner of/applicant for an illuminated sign shall provide the SDRC a certification from an independent contractor showing compliance with the brightness standards of the Sign Controls. See R.O. 1991 Section 3.35.7.3 for requirements.

**SIDEWALK OBSTRUCTION:** If you will obstruct the sidewalk while installing a sign you will also need a sidewalk permit from the Department of Public Works, 356 Commercial St. Malden, MA 02148. To obtain a sidewalk permit, you will need a \$1 million General Liability Certificate from your insurance company with the City of Malden listed as the holder. The fee for a Sidewalk permit is \$75.

## QUESTIONS

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For questions regarding sign design review and permitting, contact:

**Cathy Bartlett, Sign Design Review Committee Clerk**  
781-397-7000 ext. 2151 | [cbartlett@cityofmalden.org](mailto:cbartlett@cityofmalden.org)



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## General Information (To be completed by the Applicant)

### Sign Information:

\_\_\_\_\_ Malden, MA 02148  
Street Address of Sign(s)

\_\_\_\_\_ For what type of sign(s) are you applying?  
Zoning District  Permanent  Limited Duration  Portable

Indicate the proposed times/days the sign will be illuminated, if applicable:  
 \_\_\_:\_\_\_ to \_\_\_:\_\_\_  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

### Applicant:

\_\_\_\_\_ Name \_\_\_\_\_ Name of Business (if applicable)

\_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code

\_\_\_\_\_ Telephone \_\_\_\_\_ Email Address

### Property Owner :

\_\_\_\_\_ Name \_\_\_\_\_

\_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code

\_\_\_\_\_ Telephone \_\_\_\_\_ Email Address

### Sign Manufacturer Information:

\_\_\_\_\_ Name of Contact Person \_\_\_\_\_ Name of Manufacturer

\_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code

\_\_\_\_\_ Telephone \_\_\_\_\_ Email Address

## Submission Requirements (To be submitted by the Applicant)

Permit to Erect Sign Application (Complete online at [permits.cityofmalden.org /CAP/Site/Public/Main](http://permits.cityofmalden.org/CAP/Site/Public/Main) OR in-person at: City Hall 110 Pleasant Street, 2nd Floor, Malden, MA, 02148)

**Submit the following as PDF attachments to the completed online Permit to Erect Sign application OR in-person at: City Hall 110 Pleasant Street, 2nd Floor, Malden, MA, 02148**

- Sign Design Review Application
- Dimensioned color rendering of the sign(s), drawn to scale, that including materials, colors, and lighting source (if applicable).
- Color photographs of the applicable lot/building frontage(s) for the proposed sign(s) in its current condition AND with the proposed sign edited into the photograph. Photos should also show abutting properties on both sides, if applicable.
- A quote or invoice for the sign(s) from the sign designer/builder on their letterhead as to the cost to build or erect.

**For all signs requiring a permit, EXCEPT limited duration signs or portable signs, include the following:**

- Dimensioned site plan indicating location of the proposed sign(s) and any existing signs.
- Dimensioned elevations of the building(s) and frontage(s) including the proposed location of the sign(s).
- Construction documents that show how the sign(s) will be affixed to the building, sign box, or ground.