



## **BUILDING DEPARTMENT**

TOWN OFFICE BUILDING  
MILTON, MASSACHUSETTS 02186  
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**JOSEPH PRONDAK**  
BUILDING COMMISSIONER  
ZONING OFFICER

### **MILTON BUILDING DEPARTMENT SIGN APPLICATION PROCEDURE**

1. Obtain and fill out three copies of the Sign Application and forward as follows:
  - (a.) Town Planner  
Town Office Building  
525 Canton Avenue  
Milton, MA 02186
  - (b.) Milton Board of Selectmen ( include a \$50.00 application fee)  
This application fee is for the sign approval only, not the Building Permit.
  - (c.) Joseph Prondak, Building Commissioner
2. After approval by the Town Planner and the Building Commissioner, your request will be placed on the Board of Selectmen's agenda that you should plan to attend.
3. After approval by the Board of Selectmen, a Building Permit Application(short form) for the actual installation of the sign is required. The Building Permit fee is \$12.00 per thousand of the estimated cost.

# **MILTON BUILDING DEPARTMENT**

## **SIGN STANDARDS**

Applies to Business Zone Only

Projecting signs and pole signs are not allowed. ( Board of Selectmen approval ).

Illuminated signs are not allowed without Selectmen approval.

1. Area of all exterior signs are not to exceed .4 of the width of the occupied space at the street. Area is limited to 40 square feet, whichever is smaller.
2. Area of all exterior signs are not to exceed .4 of the longitudinal width of the occupied facade or 40 square feet, whichever is smaller.
3. Interior signs shall not exceed 30% of the total glazed area of doors and windows or 20 square feet, whichever is smaller.
4. The total aggregate area of all signs that are interior and exterior shall not exceed 10% of the occupied facade which is calculated from ground level up to the floor-ceiling level of the story above or to the roof eave if the business occupies more than one story.
5. Signs and supporting brackets are to be no lower than seven feet above the adjacent sidewalk or grade except that a directory sign no greater than one square foot shall be allowed lower than seven feet above grade.
6. No more than one exterior sign shall be allowed.
7. Area of signs shall be determined by the smallest rectangle to enclose such signs including lettering and borders or frames whether such signs are painted on a facade or windows or mounted on panels.
8. No signs shall be erected above the parapet or eave line and all signs must be flush with the building facade.

MILTON BUILDING DEPARTMENT  
Sign Application for Board of Selectmen Approval

Date of Application \_\_\_\_\_

To the Board of Selectmen:

The undersigned applies for a permit to erect a sign at:

1. Location: \_\_\_\_\_
2. Building Owner: \_\_\_\_\_ \*Building Owner Signature: \_\_\_\_\_
3. Type (wall, projecting, pole, banner): \_\_\_\_\_
4. Is the sign temporary or permanent?: \_\_\_\_\_
5. Is the sign illuminated/ type?: \_\_\_\_\_
6. Size of sign: height \_\_\_\_\_ width \_\_\_\_\_
7. Color of sign: border \_\_\_\_\_ background \_\_\_\_\_  
lettering \_\_\_\_\_
8. If a wall or projecting sign, provide the calculations showing percentage of area coverage of sign relative to store or business front area; store front area- height \_\_\_\_\_ x width \_\_\_\_\_ = \_\_\_\_\_ Sq. ft; percentage = area of sign \_\_\_\_\_ divided by area of store front \_\_\_\_\_ = \_\_\_\_\_ %
9. Construction material of sign: \_\_\_\_\_
10. Permit will not be considered without a sketch to scale depicting face of sign, lettering, and colors.
11. Cost \_\_\_\_\_ \$50.00-For this permit \_\_\_\_\_
12. Height ( to the roof line ) of building: \_\_\_\_\_
13. Submit a photograph of the store front, site and of existing signs.
14. Additional information you may want to submit: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

\*As owner of the above property, I have agreed to this sign proposal