

**TOWN OF SPRINGFIELD APPLICATION FOR DESIGN APPROVAL CERTIFICATE**

**COMPLETE THIS FORM BEFORE CONSTRUCTING OR INSTALLING A SIGN**

**Many signs require prior approval of their structure and design. BEFORE construction or installing any sign, please complete this form and obtain Town approval.**

**SIGNS WHICH DO NOT REQUIRE A DESIGN APPROVAL CERTIFICATE**

Addresses and House Numbers; Campaign; Construction; Directional; Farm Crop; Government; Home Business; Notification; Open/Closed; Political; Portable; Rummage; Sidewalk; Temporary; and Wayfinding signs, if they comply with the sign regulations. Please consult the website to assure your sign is exempt.

Applicant/Agent/Contractor: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Sign Owner: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Location of Sign, if different: \_\_\_\_\_

Parcel ID Number(s): \_\_\_\_\_

Activity on the property for which a sign is sought: \_\_\_\_\_

Is the sign to be located on a County, State or Federal Highway? If so, you must obtain a permit from the authority which owns the highway. Attach a copy of the permit to this Application.

**YOU MUST ATTACH: (1) A SCALE DRAWING SHOWING THE SIGN AND ITS CONTENT AND DESIGN FEATURES, (2) A SITE PLAN TO SCALE SHOWING THE LOCATION OF THE SIGN RELATIVE TO STRUCTURES, ROADS, SETBACKS, TRAFFIC AND OTHER SIGNS, VISION CLEARANCE AREAS WITHIN 500 FEET, AND A MAP SHOWING ANY OTHER DOMINANT LAND FEATURES LOCATED WITH 5,280 FEET OF THE PROPOSED SIGN LOCATION.**

Type of Sign:  Wall Sign  Free Standing/Ground Sign  Projecting Sign  Window Sign  
 Other \_\_\_\_\_ (See descriptions in the Town Ordinance)

Dimensions: \_\_\_\_\_ (H) x \_\_\_\_\_ (W) Total Square Feet: \_\_\_\_\_

Single Faced  Double Faced

Type of Lighting: \_\_\_\_\_

Cost of Proposed Sign: \$ \_\_\_\_\_

**STATEMENT OF APPLICANT**

The information presented in this application and attached to it is true and accurate. I am aware that any approvals obtained in error will be void, and all expenses I have incurred in seeking those approvals are my responsibility.

Dated: \_\_\_\_\_ By: \_\_\_\_\_

**DETERMINATION OF THE ZONING ADMINISTRATOR**

The application is  Granted  Granted with Modifications  Denied. Any modifications are specified on an attachment. The sign(s) are to be constructed according to the Design Approval Certificate attached hereto.

Fee: \$ \_\_\_\_\_

**UNIQUE SIGN IDENTIFICATION NUMBER**

**The sign(s) which are approved pursuant to this certificate are assigned the following Unique Identification Number: \_\_\_\_\_ . This number is to be placed on the sign on the medallion.**

This permit expires in one year from the date of issuance if the sign is not constructed. Construction of the sign must be completed within 60 days of commencement of construction.

**TOWN OF SPRINGFIELD DESIGN APPROVAL CERTIFICATE**

**THIS CERTIFICATE AUTHORIZES CONSTRUCTION AND MAINTENANCE OF A SIGN WHICH CONFORMS TO THE SPECIFICATIONS STATED HEREIN.**

Sign Owner: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Location of Sign, if different: \_\_\_\_\_

The sign shall conform to the dimensions, location, design and construction materials specified in the attached plan, as modified in the approval process.

The sign shall comply with all setback and other land use regulations applicable to its location.

Upon completion, the sign shall have its approval medallion installed.

**UNIQUE SIGN IDENTIFICATION NUMBER**

The sign(s) which are approved pursuant to this certificate are assigned the following Unique Identification Number: \_\_\_\_\_. This number is to be placed on the sign on the medallion.

**SIGNATURE OF THE ZONING ADMINISTRATOR**

The Design Approval Certificate is granted according to the terms state above.

BY THE ZONING ADMINISTRATOR:

\_\_\_\_\_ DATE: \_\_\_\_\_