

# Historic District Commission

## SIGN CHECKLIST



### Planning and Land Use Services

2 Fairgrounds Road, Nantucket, Ma 02554

508-325-7587

This checklist **MUST** be submitted with your application.

Please be advised that applications missing the required documents on this checklist will be deemed incomplete and will not be reviewed by the HDC.

**Attendance is required at the Sign Advisory Council Meeting. Please check with Staff for further information on meeting schedules.**

The Sign Advisory Council and the HDC urges all applicants review The Sign Book: Regulations and Guidelines for Signs on Nantucket Island, prior to submittal:

<https://www.nantucket-ma.gov/DocumentCenter/View/14445/The-Sign-Book-PDF>

	<p><u>Completed application</u>- Signed by owner of record of the building in which the business is located and the agent/lease, if necessary. Contact phone number and email address is required. If unable to obtain owners signature, consent via email will suffice.</p> <ul style="list-style-type: none"> <li>• Please make a copy to be scanned with submission.</li> </ul>
	<u>Sign up for a New Business Meeting at Front Desk</u>
	<u>Application fee</u> : \$50.00; cash or check made out to the Town of Nantucket; one Sign per application
	<u>Locus Map</u> : 2 Copies: <a href="https://www.nantucket-ma.gov/151/GIS-Maps">https://www.nantucket-ma.gov/151/GIS-Maps</a>
	<u>Site Plan</u> : 2 Copies; indicating the buildings footprint and its location on its site. Copies may be available from the Registry of Deeds or the Building Department at 2 Fairgrounds Road
	<u>Measured Drawings</u> : 2 Copies at 1/4 scale of the building where the sign is located OR a clear photograph with the sign shown/sketched in to scale.
	<u>Scaled Drawings</u> : 2 Copies of the sign, its support bracket, lighting (if any). The HDC recommends a scale of 3" equals 1' or larger, but the scale should be noted if different. Be sure to include specific dimensions and show details of any edge banding and/or molding used.
	<u>Sample of the type face</u> to be used, unless provided in the scaled drawing. Clear photographs of existing signs, detailed drawings are also acceptable.
	<u>Paint Sample</u> : of proposed colors.

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	<u>Electronic Submission</u> : Each of the foregoing documents (including this checklist) <b>MUST BE</b> scanned to a single PDF file and emailed to <a href="mailto:hdcsubmissions@nantucket-ma.gov">hdcsubmissions@nantucket-ma.gov</a>
	<u>Signed Affidavit</u> - see below

- \*\* The burden of proof is on the applicant. Copies of site plans and building elevations required for HDC applications are available in the building file at 2 Fairgrounds Road.
- \*\* PLUS staff is not responsible to research, gather, collate or submit documents on behalf of the applicant.

A completed application will be checked by staff, evaluated by the Sign Advisory Council, and acted upon by the HDC. The HDC has 60 days in which to act on an application once received and determined to be complete. Usually the process is shorter, but you are urged to keep this time frame in mind when planning your project. Work on any sign shall not be started until the Certificate of Appropriateness has been issued by the Historic District Commission.

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No changes may be made from the approved COA. You may reapply for additional changes. Other signage, including temporary signs, may require further approval. Please review the Sign Book or check with staff. Violations may accrue up to \$300. Each day that a violation to exist shall constitute a separate offense.

### **Affidavit Certifying Completeness of Application**

I hereby acknowledge that I have reviewed The Sign Book: Regulations and Guidelines for Signs on Nantucket Island. Furthermore, I confirm that the requirements for a complete application have been met.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_