



TOWN OF CARVER PLANNING BOARD

108 Main Street, TOWN HALL
CARVER, MASSACHUSETTS 02330
508-866-3450 Jack.Hunter@carverma.org

SIGN PERMIT INSTRUCTIONS

No sign shall be erected, displayed, altered, or enlarged until a Sign Permit has been issued by the Planning Board. In addition, some signs may require a Building Permit from the Building Inspector.

An application for a Sign Permit may be filed by the owner of the land or building, or any person who has the authority to erect a sign on the premises. At a minimum, all applications shall include a Sign Permit form and a scale drawing specifying dimensions, materials, illumination, letter sizes, color, support systems, and location on land or buildings with all relevant measurements. In addition, a filing fee of \$50.00 is required.

The applicant shall submit three (3) copies of the application to the Planning Board at a regular meeting. The Planning Board shall act within thirty (30) days. Permits shall be issued only if the Planning Board determines that the sign complies with all applicable provisions of Section 3500 (Signs) of the Carver Zoning Bylaws.

After the Planning Board has endorsed the Sign Permit Application, a copy of the Permit and drawings shall be transmitted to the Building Inspector, who shall assign a registration number to the sign, issue a Building Permit if required, and monitor compliance with the terms of the permit.



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SIGN PERMIT APPLICATION

FILE # _____

Applicant's Name: _____

Date: _____

Applicant's Address: _____

Phone: _____

Applicant's Email: _____

Business Name: _____

Map _____ Lot _____

Business Address: _____

Phone: _____

Contractors Name: _____

CS Lic#: _____

Contractors Address: _____

Phone: _____

Description of Sign: _____

Measurements: _____

Materials Used: _____

Zoning District: _____

Color: _____

Applicant's Signature _____ Application Fee \$ _____

Planning Board Review and Decision

Date presented _____ Date of Review _____

Date of Decision _____ Approved _____ Denied _____

Conditions (if approved): _____

Reasons (if denied): _____

Carver Planning Board:

