

HISTORIC DISTRICT COMMISSION

SIGN APPLICATION REQUIREMENTS

The Historic District Commission (HDC) recognizes the importance of store advertising particularly those applicants who are applying for a sign permit to establish a business on a timely schedule. It is the intent of the HDC to control a level of historic value to the structures within the district. This level of quality is a benefit to the district as well as to the reputation of the Town of Plymouth as a whole. In an effort to assist and expedite the approval process, the HDC asks that EACH applicant adhere to the following requirements listed below:

- 1) Sign applicants **MUST** apply no later than 12 days prior to the next scheduled HDC hearing to allow for abutters to be given the 10-day advance notice prior to the applicants scheduled hearing.
- 2) Size of sign to be pre-approved by Zoning Department per Zoning Regulations.
- 3) List of Requirements:

SIGN

- Store Name
- How many “store front” type signs? How many “blade” type signs?
- Single or double sided (blade sign)?
- Photo indicating EXACTLY where the sign(s) are to be located and positioned.
- Material of sign(s). Specify in writing.
- Size of sign(s). Specify in writing.
- Colors used on sign(s). Specify in writing and indicate on the illustrated layout all colors and brand names.
- Graphics (include illustrations, typestyles, border treatments, carved?, 3-dimensional?)

POSTS / BRACKETS

- Yes? No? Existing?
- Photo indicating EXACTLY where and how the post(s) and/or bracket(s) are to be mounted.
- (existing sign posts, mounts and brackets - applicant **MUST** specify and show by photo)
- Materials of post(s) / bracket(s)
- Size of post(s) / bracket(s)
- Color of post(s) / bracket(s)
- Length of post(s) / bracket(s)
- Height of post(s) / bracket(s)

This information must be on file before the date of hearing.

- 4) Telephone numbers are not permitted on exterior signage.

Each scheduled hearing will be considered as a “FORMAL REVIEW”. Failure to provide all the requirements in order for the Commission to consider the application complete will result in further delay. If this is the case, the Commission will ask applicant to return for another appointment. We appreciate your cooperation.

If you have any questions, please call Cheri Thomsen at 508-747-1620 x144 from 9:00 AM - 3:30 PM.