

City of Melrose Sign Grant Application

General Information

Applicant's Name(s) _____

Business Name _____

Phone _____ Email _____

Business Address _____

If you are a tenant under lease, provide the following information:

Building Owner's Name _____ Phone _____

Building Owner's Address _____

Year of Lease Expiration _____

Please attach written approval from the building owner, if applicable.

Proposed Signage

Size of Sign: Height _____ Width _____ Illumination? yes no

Materials _____ Colors _____

Will this sign replace existing signage? yes no

Name of Signmaker _____

Please attach drawings of proposed signage and its placement on facade.

Budget

Cost of manufacture and installation of sign and lighting \$ _____

Cost to remove existing signage, if any \$ _____

TOTAL SIGNAGE COST \$ _____

AMOUNT REQUESTED FROM SIGN GRANT PROGRAM \$ _____

(50 percent of cost maximum \$1,000)

Please attach at least two cost estimates.

I HEREBY CERTIFY THAT THIS IS AN APPLICATION FOR NEW SIGNAGE. THE PROPOSED SIGN HAS NOT BEEN ERECTED OR FABRICATED IN WHOLE OR IN PART. WORK ON THE SIGN WILL NOT COMMENCE PRIOR TO RECEIPT OF WRITTEN APPROVAL OF THE DESIGN BY THE OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT. I UNDERSTAND THAT FABRICATION OR INSTALLATION OF THE SIGN PRIOR TO SUCH APPROVAL IS GROUNDS FOR DENIAL OF MY SIGN GRANT APPLICATION BY THE CITY.

Signature of Applicant

Date

Checklist: Application Drawing of the proposed sign Image of the building showing where sign will be placed
 Two written cost estimates for the work (on vendor letterhead) Letter of approval from landlord (if applicable) W-9

City of Melrose Sign Grant Application

- An applicant (tenant or property owner) may be reimbursed for 50 percent of the cost of each sign, up to a maximum of \$1,000 per business.
- The applicant may also include labor fees for removal of existing non-conforming signs in the sign grant application. Appropriate sign lighting is also an eligible expense.
- Priority will be given to replacement of non-conforming signs located at businesses within the Massachusetts Small Cities Program target area. This area includes the downtown, Franklin Square, Melrose Highlands, Wyoming, and Melrose Depot commercial areas (target area map is available at Office of Planning and Community Development).
- A completed sign grant application form must be submitted to the Office of Planning and Community Development along with drawings of the proposed sign and its placement on the storefront. Sign size, color and materials must be specified as well.
- The application and drawings must receive written approval from the office of Planning and Community Development before work can begin. Tenants must also receive written approval from their landlord.
- At least two written cost estimates are required. These should be on vendor letterhead and both should be for the same sign.
- A building permit is always required. Businesses located within the Downtown Melrose Historic District must obtain a Certificate of Appropriateness from the Historic District Commission. All signs are subject to the City of Melrose Zoning Ordinance, Article VII, Signs.
- The sign must remain at the specified business location for at least three years following installation. A business owner who removes a sign prior to the end of three years must refund a portion of the City's share equal to the percentage of time remaining in the three-year period.
- The applicant must have the Office of Planning and Community Development inspect the work and approve in writing that it is completed in an acceptable manner prior to paying the signmaker. After the signmaker is paid, the applicant may submit the paid invoice to the Office of Planning and Community Development to be reimbursed for the City's portion of the sign.
- The sign must be completed and installed within six months of the date of the City's commitment letter.
- The City cannot be held liable in labor or other disputes arising from work funded by this program.
- The Office of Planning and Community Development reserves the right to reject any and all sign grant applications.
- Grants are for new signage only. Fabrication or installation of any sign prior to receipt of written approval of the sign design from the Office of Planning and Community Development is grounds for denial of the sign grant application.
- The Office of Planning and Community Development staff can offer technical assistance and referrals to applicants. For more information, call 781-979-4190.

City of Melrose Sign/Awning Resources

Signmakers

Sardella Sign & Graphics
68 North Avenue
Wakefield, MA 01880
781-245-1988

Gamit Signs
24 Spencer Street
Stoneham, MA 02180
781-438-5280

Sachem Signworks
124 Main Street
Saugus, MA 01906
781-941-8007
www.sachemsignworks.com

SignArt
60 Sharon Street
Malden, MA 02148
781-322-3785

Fast Signs of Waltham
922 Main Street
Waltham, MA 02451
781-642-7446

Batten Bros. Sign
893 Main Street
Wakefield, MA 01880
781-245-4800

Sign Edge
21 Wilber Avenue
Saugus, MA 01906
781-558-5289
signedge@comcast.net

Sign-A-Rama
184 Broadway Route 1 N
Suite 11
Saugus, MA 01906
781-941-2066

Fast Signs of Woburn
400 W Cummings Park
Suite 1975
Woburn, MA 01801
781-938-7700
www.fastsigns.com/214-woburn-ma

Awnings

Atlantic Awning
270 Franklin Street
Melrose, MA 02176
781-665-4040

William Blanchard Co., Inc.
486 Main Street
Wakefield, MA 01880
781-245-8050

Sign-A-Rama
184 Broadway Route 1 N
Saugus, MA 01906
781-941-2066

Sign Edge
21 Wilber Avenue
Saugus, MA 01906
781-558-5289
signedge@comcast.net

Fast Signs of Woburn
400 W Cummings Park
Suite 1975
Woburn, MA 01801
781-938-7700
www.fastsigns.com/214-woburn-ma

New England Awning and
Canvas Co.
53 Ocean Street
Lynn, MA 01902
781-595-3443

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.