

# City of Melrose Sign Grant Application

## General Information

Applicant's Name(s) \_\_\_\_\_

Business Name \_\_\_\_\_ Phone \_\_\_\_\_

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  Sketch or photo 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)

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- 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 979-4190.