9.4 SIGNAGE OVERLAY DISTRICT

- **9.4.1 Purpose.** This Section is adopted by the Town of Wakefield for the regulation and restriction of signs and other identification devices within certain commercial areas located within the Signage Overlay District. Other purposes include:
 - 1. To promote the public safety and convenience of the streets and roads, sidewalks and other pedestrian spaces, public property and private property
 - 2. To preserve for the present and future inhabitants the natural, architectural and historical assets and other qualities that distinguish the Town as a highly desirable residential community;
 - 3. To protect business viability, economic opportunity, property values, aesthetic integrity, town character, creativity and community appearance by exercising prudent control;
 - 4. To encourage compatibility and harmony with surrounding buildings, land and land uses; and
 - 5. To provide design assistance and guidance through a design review process.
- **9.4.2 Location and Application.** This Section shall apply on the Wakefield Signage Overlay District, as shown on a entitled "Wakefield Signage Overlay District," dated May 10, 2010, on file with the Office of the Town Clerk, and hereby incorporated as part of the Town's Zoning Map. Within the Signage Overlay District, all the provisions of the underlying districts shall continue to apply, except signs within the Signage Overlay District are subject to the provisions of this Section 9.4, not Section 6.2.
- **9.4.3 Definitions.** See Section 11.0, "Signage Overlay District."
- **9.4.4 Sign Permit and Fee Requirement.** No sign, except a temporary sign and street address sign, may be erected, installed, or altered without a sign permit. Mere repair of an existing sign shall not require a permit. Sign permit applications must be submitted to the Building Inspector, and a review fee paid to the Town before a sign can be reviewed for a permit.
- **9.4.5 Illumination.** In no event shall the light from any illuminated sign exceed 0.2 footcandle at the property line of the lot on which such sign is located.
 - 1. Exterior illumination of signs shall be shielded, directed solely at the sign, and be steady and stationary.
 - 2. No sign shall be illuminated between the hours of 11:00 p.m. and 6:00 a.m., except signs on premises that are open for business, and then only upon issuance of a special permit by the special permit granting authority.
 - 3. Exposed light sources are prohibited.
 - 4. No sign shall change color or intensity.
 - 5. The brightness and surface illumination shall not exceed 10 footcandles measured at a distance of 10 feet from the sign.
 - 6. The light from any illuminated sign shall be shaded, shielded, or directed so that the intensity or brightness shall not adversely affect safe vision of operators of vehicles moving on public or private streets or parking areas. Light shall neither be obtrusive to nor interfere with the use of a residential structure.

- 7. All exterior illumination of signs shall be from white light sources, typically incandescent light bulbs. Fluorescent lighting is prohibited.
- **9.4.6 Prohibited Signs.** All signs not expressly permitted are prohibited. Without limiting the generality of the foregoing, the following signs are prohibited and shall not be allowed by special permit.
 - 1. Signs that interfere with traffic. No sign, including window displays, or its illuminators shall by reason of its location, shape, size or color, whether illuminated or not, interfere with pedestrian or vehicular traffic or be confusingly similar to or obstruct the view or the effectiveness of any official traffic sign, traffic signal or traffic marking. No red or green lights shall be used on any sign if, in the opinion of the Building Inspector, such lights would create a driving hazard. Any imitation of official traffic signs or signals and the use of such words as "stop," "look," "listen," "danger," "go slow," "caution" or "warning" or any word, phrase, character, symbol, lights, motion, sound, fumes, mist, or other device that interferes with, misleads, or confuses traffic is prohibited. The brightness and surface illumination shall not exceed 10 footcandles measured at a distance of 10 feet from the sign. S. igns that unreasonably obstruct a driver's view of the road and/or sidewalks are prohibited.
 - 2. Signs that make noise are prohibited.
 - 3. Portable signs are prohibited.
 - 4. Signs on unregistered vehicles (except for temporary "for sale" signs) are prohibited.
 - 5. Signs displaying any obscene matter are prohibited.
 - 6. Strobe lights and flashing lights are prohibited. Signs utilizing exposed tubing are prohibited. Any luminous tubing used as borders, stripes, or window or door surrounds, or building edging, is prohibited.
 - 7. Temporary signs, excepted as provided by *** § 190-77G, are prohibited.
 - 8. Inflatable or lighter-than-air devices of any kind, including tethered balloons, bearing a commercial message, are prohibited.
 - 9. All changeable copy signs, except those located at and used in connection with gasoline filling stations to provide notice of the current price of fuel sold by the gallon through the gasoline pumps.
 - 10. Changeable image signs are prohibited.
 - 11. Roof signs are prohibited.
 - 12. Off-premises advertising and billboards are prohibited.
 - 13. Signs attached to or strung from utility poles, streetlights, trees, plantings, fences, or vehicles are prohibited, except as permitted under § 190-100F(6)***.
 - 14. Strings of lights (except illuminated holiday lights which are allowed as temporary signs), pennants, or flags are prohibited.
 - 15. Beacons and searchlights are prohibited.

- 16. Signs in the public way, except projecting signs allowed by special permit and signs and traffic control devices installed and controlled by a government entity, are prohibited
- 17. Internally illuminated signs are prohibited.
- 18. Fixed awnings are prohibited. Awning signs are prohibited.
- 19. Sign box wall signs are prohibited.
- 20. Mansard wall signs are prohibited.
- **9.4.7 Exempt Signs.** The following signs are exempt from the provisions of this Section:
 - 1. Legal notices or informational devices erected by or required by government agencies;
 - 2. Historical markers or plaques; and
 - 3. Signs and billboards affixed to any fence on Town property if specifically authorized by the Town Council.
- **9.4.8 Maximum Number and Maximum Area of Permitted Signs.** The only sign types allowed in the Signage Overlay District are listed in Table 1, below. Sign types not listed in Table 1 are not allowed in such district as of right or by special permit. The aggregate sign area of all signs associated with each business establishment shall not exceed 50 square feet or 10% of the primary building facade of the business establishment, whichever is less.
 - 1. If a ground-floor business establishment has frontage on two streets and has a public entrance on both streets, then one additional sign is permitted on the secondary building facade, and such additional sign may increase the permissible aggregate sign area associated with that business establishment by up to 15 square feet.
 - 2. If a business establishment consists of more than one building on a lot, an additional sign, not exceeding 15 square feet or 10% of the building's facade, whichever is less, may be affixed to a wall of each such building and the aggregate sign area associated with that business establishment increased by up to 15 square feet.
 - 3. One directory sign may be installed at each public entrance of a building for all business establishments that do not have ground-floor storefronts. See § 190-100G.***
 - 4. Residential developments in the Signage Overlay District are subject to the sign regulations of the Signage Overlay District.

Table 1

5. The total sign area (aggregate sign area) permitted, as calculated in accordance with the provisions of § 190-99E, may be distributed among the various signs on the lot. However, individual signs shall not exceed the maximum dimensions specified in § ***190-99E (See Table 1.) and shall comply with the special provisions for each sign type described below.

9.4.9 Street Address Signs.

1. Location. A street address sign is required for every occupied building on a lot.

- 2. A street address sign must include the street address for the lot, but may include the occupant's name, and the street name. A maximum of two street address signs are permitted for each business establishment on a lot.
- 3. Area. For residential addresses and business establishments, the street numbers must be at least six inches high. For business establishments, the street number shall not exceed 14 inches in height.
- 4. The area of street address signs for residential addresses shall not exceed two square feet.

9.4.10 Wall Signs.

- 1. Location. Where a building has a sign band, any directly applied wall sign and/or raised panel wall sign must be located within the sign band. If no sign band exists, a wall sign must be aligned in height and proportion with the location of wall signs of adjacent structures, provided such wall signs on adjacent structures conform to the provisions hereof. In the case of a one-story building, no portion of a wall sign can be located higher than the roofline, and in the case of a multiple-story building, no portion of a wall sign can be located higher than the second-story floor line. No portion of a wall sign can extend above a building's parapet. No portion of a wall sign can cover ground-floor display windows or the window frame of the display windows.
- 2. Wall signs may not obscure architectural features such as arches, transom panels, windows, windowsills, moldings, cornices, etc.
- 3. For business establishments with no ground-level display windows, wall signs are prohibited on the building's facade.
- 4. Area. The maximum allowable sign area of a wall sign is set forth in Table 1, provided that the sign area of a wall sign shall not exceed 2/3 of the length of the business establishment's storefront multiplied by one square foot, and the maximum length of a wall sign shall not exceed 2/3 of the length of the business establishment's storefront.
- 5. A wall sign shall not exceed three feet in height.
- 6. Illumination. Fixed incandescent spotlights may be provided to illuminate a wall sign. Swivel-mounted spotlights are prohibited. All spotlights must be housed in shades to protect adjacent properties and occupants above from direct or excessive light. Internally illuminated signs are prohibited.
- 7. Special review. After referral and comment by the Design Review Board, directly applied wall signs and raised panel wall signs meeting the requirements of this article may be permitted by the Building Inspector. Wall murals and image projections are permitted only by special permit.

9.4.11 Projecting Bracket Signs. All projecting bracket signs are permitted only by special permit.

- 1. Location. The height and proportion of a projecting bracket sign must be coordinated with the location of signs and awnings of adjacent structures, provided such signs and awnings conform to the provisions hereof.
- 2. In the case of a one-story building, no portion of the bracket, guy-wires or the sign can be located or extend higher than the building's parapet. In the case of a multiple-story building, no portion of the bracket, guy-wires or the sign can be located higher than the header of the second-story windows.

- 3. Architectural features such as moldings, cornices, transom panels, windows, windowsills, etc., cannot be cut away or removed to accommodate sign brackets, lighting fixtures or electrical conduits, nor may such features be covered or otherwise unreasonably obscured by such signs.
- 4. Area. The area of one side of a flat, two-faced projecting bracket sign shall be considered the sign area. The sign area of a projecting bracket sign shall not exceed nine square feet.
- 5. The panel suspended from a sign bracket shall not exceed three inches in thickness. It is that the bracket shall generally consist of an open ironwork pattern. The area of the bracket, however designed, shall not exceed 1/2 the area of the sign and shall not be counted as part of the sign area. Any object, symbol or icon incorporated into the sign's design, e.g., spectacles for an eye doctor or a shoe for a cobbler, shall be considered part of the sign, and the area thereof shall be included in calculating the sign area.
- 6. Setback. Signs shall not project more than four feet eight inches from a building face or 2/3 the width of the sidewalk, whichever is less.
- 7. The bracket and sign must be set back at least three feet from the curbline.
- 8. Height. The bottom of the sign shall not be less than eight feet from the grade level or sidewalk. The top of the sign shall not be higher than 14 feet from the grade level or sidewalk.
- 9. Illumination. Fixed incandescent spotlights may be provided to illuminate a projecting bracket sign.
- 10. Swivel-mounted spotlights are prohibited. All spotlights must be housed in shades to protect adjacent properties and occupants above from direct or excessive light. Internally illuminated signs are prohibited.
- 11. Special review. All projecting bracket signs are to be referred to the Design Review Board for a recommendation.

9.4.12 Window Signs.

- 1. Location. Window signs shall be allowed only on windows located on the ground floor and second story of a primary building facade.
- 2. Area. Window signs shall not occupy more than 10% of the window area of any one window.
- 3. All window signs (temporary and permanent) shall count towards the allowable aggregate sign area.
- 4. Illumination. No exterior illumination of window signs is permitted.
- **9.4.13 Temporary Signs.** Temporary signs shall not be maintained for more than a thirty-day period, except as may be otherwise specifically provided below.
 - 1. All temporary signs, except when attached to a building or in a display window, shall be set back a minimum of 10 feet from any lot line and shall not be attached to trees or utility poles, but shall have their own self-supporting frame and means of being affixed to the land. Temporary signs are prohibited in public ways. No exterior illumination is permitted for a temporary sign.
 - 2. Temporary signs shall be removed promptly after the sale or event advertised thereby.

- 3. Temporary sales or rental signs are not subject to the thirty-day display limitation but shall comply with Subsection ***(F)(3) above.
- 4. The area of a flat, two-faced sign shall be considered the sign area. Temporary lawn signs shall not exceed one sign per street frontage, shall not exceed six square feet in surface area per side and shall be erected so that no portion is more than four feet above ground level.
- 5. A special event sign or banner intended to inform the public of a unique happening, action, purpose, or occasion, of a nonprofit organization may be placed above or across a public or private street or way or in a park or on a Town building with the prior written permission of the Town Council upon such terms and conditions as it shall determine. [Amended 11-5-2018 RTM by Art. 17]
- 6. A maximum of one temporary sign for the identification of a new business establishment until permanent signs can be erected is allowed for a period not to exceed 90 days. A one-time extension up to a maximum of 90 days may be granted by the Building Inspector, provided a permit for a permanent sign has been applied for. Such temporary sign shall comply with the wall sign requirements of this article.
- 7. No more than one political sign per candidate or issue is permitted per dwelling unit or business establishment. Each political sign shall be a maximum of six square feet in area.
- 8. Holiday lights (if illuminated) and holiday displays are temporary signs.
- **9.4.14 Building Directory Signs**. Building directory signs shall be either wall-mounted or located on a door.
 - 1. No building may have more than one building directory sign.
 - 2. The area of a building directory sign shall not exceed one square foot for each business establishment occupying the building, or six square feet in total area, whichever is less.
 - 3. Fixed incandescent spotlights may be provided to illuminate a building directory sign. Swivel-mounted spotlights are prohibited. All spotlights must be housed in shades to protect adjacent properties and occupants above from direct or excessive light. Internally illuminated signs are prohibited.
 - 4. All building directory signs are to be referred to the Design Review Board for a recommendation.
 - 5. All building directory signs are permitted only by special permit, and shall be considered a wall sign and, as such, shall be counted against the allowable aggregate sign area.
- **9.4.15 Directional Signs.** Directional signs are solely intended to provide safe direction of vehicular and pedestrian traffic movement.
 - 1. One directional sign may be installed per curbcut.
 - 2. Directional signs shall not include any commercial message.\
 - 3. Directional signs shall not exceed four square feet in area.
 - 4. The area of one side of a flat, two-faced directional sign shall be considered the sign area.

5. Fixed incandescent spotlights may be provided to illuminate a directional sign. Swivel-mounted spotlights are prohibited. All spotlights must be housed in shades to protect adjacent properties and occupants above from direct or excessive light. Internally illuminated signs are prohibited.

9.4.16 Menu Boxes.

- 1. Location. Menu boxes shall be located adjacent to a restaurant's primary entrance.
- 2. Architectural features such as moldings, cornices, transom panels, windows, windowsills, etc., cannot be cut away or removed to accommodate sign armatures, brackets, lighting fixtures or electrical conduits, nor may such features be covered or otherwise obscured by such signs.
- 3. Area. Menu boxes shall not exceed 14 inches by 19 inches in area and five inches in depth.
- 4. Illumination. Menu boxes shall be housed in a weatherproof box, not exceeding the area above, that may be lighted by incandescent, white light bulbs.
- 5. Spotlights and interior illumination are prohibited.
- 6. Special review. All menu boxes are to be referred to the Design Review Board for a recommendation.
- 7. All menu boxes are permitted only by special permit, and shall be considered a wall sign and, as such, shall be counted against the allowable aggregate sign area.

9.4.17 Menu Boards for Drive-Through and Walk-Up Services.

- 1. Location. Menu boards shall be counted as a portion of the total aggregate sign area of a business establishment.
- 2. One freestanding or wall-mounted menu board is allowed per business establishment.
- 3. Menu boards and speaker boxes must be at least 150 feet from any residential zoning district or be screened from residential view by masonry wall.
- 4. Speaker boxes may not exceed 36 cubic inches and four feet in height. Speaker boxes may not contain a commercial message. The maximum speaker volume shall be set in the discretion of the special permit granting authority.
- 5. Menu boards shall have a maximum area of 20 square feet.
- 6. Setback. Menu boards must be located no less than 45 feet from any street property line.
- 7. Illumination. Interior illumination is prohibited.
- 8. Special review. All menu boards are to be referred to the Design Review Board for a recommendation.
- 9. All menu boards are permitted only by special permit and shall be considered a wall sign and, as such, shall be counted against the allowable aggregate sign area.
- **9.4.18 Application Procedure.** No person shall construct, erect, install, alter, enlarge, or move a sign, the structure supporting a sign, or any electrical devices related to a sign without a permit from the Building

Inspector as required by this Section, and, if applicable, without also obtaining a permit from the Electrical Inspector.

- 1. Nothing herein shall be construed to require a sign permit from the Building Inspector for the mere repair of a sign that either conforms to the requirements of this article or that is a lawful prior nonconforming sign. No person shall reconstruct, rebuild, relocate, alter, move or re-erect any sign that has been abandoned or not used for a period of two years or more unless it is made to comply with all applicable requirements of this Section.
- 2. Nonconforming signs lawfully erected prior to the adoption of this article may not be enlarged, extended, altered or redesigned unless they are made to comply with all applicable requirements of this article.
- 3. Applicants shall submit electronic files on a compact disk compatible with the Town's computer systems in .pdf format for drawings, text and other documents described below. Complete descriptions of the application materials to be provided are set forth below. Photographs may be in .jpg format or a format compatible with the Town's filing system. Photographs submitted cannot be larger than 8 1/2 by 11. Smaller photographs must be fixed to 8 1/2 by 11 card stock.
- 4. Applications require the written consent of the owner of the premises concerned, or of an authorized agent, and the full name, residence and business address of the owner of the property, of the lessee, if any, and of any authorized agent to whom notices may be sent.
- **9.4.19 Application; Contents.** Applicants must provide the electronic files and six paper copies of complete application packets that include:
 - 1. A completed sign permit application form;
 - 2. Photographs of the existing building or site for the proposed sign;\
 - 3. Photographs of any adjacent buildings and signage (preferably including the whole area within 100 feet of the site);
 - 4. Copies of the previous sign permits issued for the building or site;
 - 5. Photographs of existing signs on the building or site that are annotated with the permit information for existing signs, e.g., date of installation;
 - 6. A building facade drawing showing the proposed sign with dimensions;
 - 7. A table of aggregate sign area;
 - 8A building elevation context drawing (preferably including a streetscape drawing of the building within the context of the adjacent buildings within 100 feet and all existing signs); and
 - 9. A wall section drawing showing the method of mechanical attachment of the sign to the building (additional details may be required).
 - 10. If the application includes any electrical devices, conduits, or spotlights, the application shall include: A completed electrical permit application form; An annotated building facade drawing showing the location of all conduits and light fixtures; A wall section drawing showing any holes to be bored through any parapet or building walls to accommodate electrical conduits; and Copies

of the manufacturer's cut-sheets with color photographs, catalog numbers and detailed specifications concerning the electrical lighting fixtures proposed for the sign.

9.4.20 Drawings Required with the Application; Table 2. Applications for a sign permit must include drawings prepared and sealed by a registered architect or engineer. Whenever possible, drawings of new signs should be in color and dimensioned. Material samples are to be submitted with the application. All existing and proposed signage and awnings or canopies must be accurately drawn and dimensioned. The required documents and drawings for each sign type are listed in Table 2 below:

Table 2

- **9.4.21 Drawings and Documentation Required According to Sign Type.** Requirements for each drawing type. A building facade drawing is required to illustrate the sign in the location where it will be installed. Drawings must be at a scale of 1/4 inch per one foot or larger. Building facade drawings must show the architectural features such as sign bands, display windows, arches, transom panels, window sashes, windowsills, moldings, cornices, etc. Whenever possible, the building facade drawings should include the adjacent buildings to simplify the submission.
 - 1. If there are adjacent buildings within 100 feet of the building's facade, a streetscape drawing is required that shows the outline of the adjacent buildings, the height of parapets, rooflines, second floor levels, window openings and the size and location of any wall sign, projecting sign and projecting bracket signs. The requirement to provide a streetscape drawing may be waived by the special permit granting authority if photographs are provided that accurately and completely provide the context information. Nothing herein is intended to suggest that projecting signs may be installed; the requirement of showing them, here and in the following subsection, applies only where there are preexisting projecting signs.
 - 2. A wall section/elevation drawing is required showing the roofline and the second-story floor line if applicable, the height of the parapet, the height of the wall sign on the building's facade, the distance a wall sign, projecting sign, projecting bracket sign or awning projects from the face of the building and the height dimensions above the sidewalk. The curbline must be shown.
 - 3. Enlarged building elevation drawings, drawn at a scale of 3/4 inch per one foot or larger are required of display windows and doorways for window signs. The requirement to provide enlarged building elevation drawings for window signs may be waived by the special permit granting authority if photographs are provided that accurately and completely provide the context information.
 - 4. Detailed drawings of the proposed sign are required. Section and elevation drawings are required, at a scale of one inch per one foot or larger, of the proposed signage with the materials dimensioned and labeled. All lighting fixtures, conduits, junction and transformer boxes, and the like are to be accurately shown on the building facade and wall section drawings, as well as in the detail drawings. Manufacturers' catalog specifications and illustrations of all lighting fixtures are to be submitted with the application. The type of light bulb and lumens are to be specified. The building facade and wall section drawing shall include the outline of light to be cast on the signage and the building's facade.
 - 5. The detailed drawings required above may be waived by the special permit granting authority or Zoning Administrator if photographs are provided that accurately and completely depict the sign proposed.

- **9.4.22 Referral of a Sign Permit Application to the Design Review Board.** Applications are deemed incomplete unless six copies are submitted to the Building Inspector. Applications are deemed incomplete if any of the documentation required under § 190-10B*** and C is omitted. Copies of the complete application packets shall be distributed as follows:
 - 1.. Three copies to the Design Review Board;
 - 2. One copy to the Town Planner;
 - 3. One copy to the Historical Commission; and
 - 4. One copy is to be retained by the Building Inspector.
 - 5. Complete application packets are to be distributed within seven days of receipt
- **9.4.23** Review Procedure by the Design Review Board; Report to the Building Inspector. The Design Review Board shall meet and review the application packet within 14 days after a completed application is filed. All sign permit applications shall be reviewed by the Design Review Board.

Meetings of the Design Review Board are to be posted.

- 1. The Chairperson of the Design Review Board shall establish the agenda of meetings.
- 2. Sign permit applications are to be reviewed by the Design Review Board as open meetings without public hearing.
- 3. Applicants for a sign permit are to be advised to the date and time of the review and may attend the meeting.
- 4. Within 21 days after filing of an application, the Design Review Board shall provide a report to the Building Inspector and the Zoning Board of Appeals containing its recommendations. If, in the process of reviewing an application, the Design Review Board discovers additional permits, variances or special permits are required, it shall so notify the Building Inspector. The Board shall forward recommendations to the Zoning Board of Appeals regarding the findings.
- 5. The Design Review Board shall, within the said twenty-one-day period, either recommend approval or disapproval of the proposed sign, or obtain a written agreement from the applicant to extend the time to review the permit application so that the application may be modified for reevaluation.
- 6. The Building Inspector must act within 30 days of the filing of an application. If the Building Inspector fails to act within 30 days, such failure to act shall constitute a denial.
- **9.4.24** Special Permits for Signs. The Zoning Board of Appeals shall be the special permit granting authority for signs. The special permit granting authority shall consider requests for special permits in accordance with Section 10.5 of this Bylaw. Site plan review is not required, provided that all special permit requirements of this article are met. The special permit granting authority may grant a special permit for signs that do not comply with the provisions of this article, provided that:
 - 1. The sign's scale is determined to be in reasonable relation to development scale, viewer distance and travel speed, and sign sizes on nearby structures;

- 2. The sign's size, shape, and placement serve to define or enhance architectural elements of the building such as columns, sill lines, cornices, and roof edges, and do not unreasonably interrupt, obscure, or hide them:
- **3.** The sign's design is in harmony with other signage on the same or adjacent structures, and provides reasonable continuity in mounting location and height, proportions and materials;
- **4.** The sign's materials, colors, lettering style, illumination and form are reasonably compatible with building design, neighborhood context and use; and The sign's size, location, design and illumination are not judged to present a safety hazard to vehicular or pedestrian traffic.
- 5. Notwithstanding the above the special permit granting authority shall not grant special permits for signs specifically prohibited by § 190-99C***.
- 6. The Design Review Board shall make a report to the special permit granting autho. rity giving its recommendations regarding compliance with the above criteria.
- 7. An unfavorable report of the Design Review Board shall indicate which of the above criteria were not met and shall state what modifications to the sign or signs could be made to render a favorable report.
- 8. The special permit granting authority may add conditions in granting a special permit, including but not limited to: color, size, illumination, hours of illumination, and removal.
- 9. Review procedure when a special permit is required. In the case of an application for a sign permit requiring a special permit, the applicant shall provide the number of copies of application materials required under § 190-73D to the Zoning Board of Appeals. Application packets are to be distributed as required by § 190-73D and three copies delivered to the Design Review Board.
- 10. Before the Zoning Board of Appeals considers the application, the Design Review Board shall review the application and provide a recommendation to the Zoning Board of Appeals.
- 11. Applicants for a sign permit are to be advised of the date and time of the design review and may attend the meeting.
- 12. The Design Review Board shall forward recommendations to the Zoning Board of Appeals in advance of the scheduled special permit hearing.
- **9.4.25** Signs not Requiring Permits. No permit shall be necessary for the following signs:
 - 1. Those exempted under § 190-99D.
 - 2. Street address signs under § 190-100B.
 - 3. Temporary signs under § 190-100F.
- **9.4.26 Powers of Building Inspector and Other Inspectors.** The Building Inspector shall, within 30 days, approve or reject any application for a sign filed with him in accordance with all requirements of this article and all other applicable laws, bylaws and regulations. Failure to act within the thirty-day period shall constitute a denial.

- 1. Electrical inspections. Electrical permits are required for any sign that is to be illuminated. The permit must be issued simultaneously with the sign permit. The sign and the sign's power supply shall conform to the National Electrical Code.
- 2. Applicability of Building Code. Signs shall be deemed to be structures subject to all applicable provisions of the State Building Code and to all of the powers thereby granted to the Building Inspector.
- 3. Violations and penalties; noncriminal disposition. Any alleged violation of the provisions of this article may, in the sole discretion of the Building Inspector or his designee, be made the subject matter of the proceedings initiated by the Building Inspector pursuant to the provisions of MGL c. 40, § 21D, that is, noncriminal disposition. If the Building Inspector so elects to proceed under MGL c. 40, § 21D, all the terms and provisions of such chapter and section shall thereafter govern said action.
- **9.4.27 Appeals.** Appeals from administrative decisions may be made in accordance with the same procedures for other zoning appeals and/or Building Code appeals, depending upon the type of appeal being made.
- **9.4.28** Fees. Review and application fees are set forth under § 190-73.
- **9.4.29 Removal of Hazardous Signs.** The Building Inspector may direct the removal of any sign, including an existing sign that may be a legal nonconforming sign, if he determines such sign to be a hazardous signs.