

City of Cambridge

PROCEDURE FOR OBTAINING CITY COUNCIL PERMISSION FOR PERMANENT SIGNS AND AWNINGS THAT OBSTRUCT THE PUBLIC WAY MORE THAN SIX INCHES.

1. **Application is available at City Clerk's Office, Room 103 City Hall, 795 Mass. Ave., (617) 349-4260 (City Clerk's staff will check bond status)**
2. **Complete application.** Application must be signed by business owner and property owner. You must measure and state the distance by which the sign or structure will project over the public way. This application is signed under the pains and penalties of perjury. If you have difficulty ascertaining the distance, you may wish to use a surveyor.
3. **Present application to Community Development Department (CDD)** for Certification of Zoning Compliance or determination that the proposal does not constitute a sign. 344 Broadway, 3rd floor. (617) 349-4600. **Be sure that the City Clerk's Office gets the City Clerk's copy (not ISD copy)**
4. **Present to Department of Public Works (DPW)** for review and sign off. 147 Hampshire St. (617) 349-4800
5. **Present to Inspectional Services Department (ISD)**, 831 Mass. Ave. (617) 349-6100, for Zoning and Building Code sign off:
 - Application for sign
 - Sketch or drawing
 - *Notification of abutters (forms are provided by City Clerk's Office). Abutter notification is not needed if the applicant seeks only to change the wording on a pre-existing sign structure.*
 - *CDD Certification*
 - *Cambridge Historical Commission, 831 Mass. Ave. for Certificate of Appropriateness if sign is in Harvard Square*
6. **After completing steps (1) - (5), file the application with the City Clerk.** The Clerk will place the application on the agenda of a City Council meeting for its consideration.
 - During the months of September through June, the City Council meets every Monday at 5:30 p.m. except for Monday holidays. During July and August, the City Council holds one summer meeting. Applications must be received at the City Clerk's office on the Thursday prior to the Monday meeting.
 - After the City Council has approved the petition, the City Clerk will send the petitioner an unexecuted bond form.
7. **Petitioner must have the bond form executed by a Surety Company and then return it to this office.**
8. When the executed bond is returned to the City Clerk's Office, the City Clerk will give the petitioner a copy of the City Council order of approval with notation that bond is ok. When City Council approval is not required, the City Clerk will sign off the ISD form that an executed bond is on file. ISD will issue a building permit to the petitioner, so long as all building permit requirements have been met. The petitioner can pick up the sidewalk obstruction permit from DPW.

PERMANENT SIGN OR STRUCTURE THAT WILL OBSTRUCT THE PUBLIC WAY MORE THAN SIX INCHES

Cambridge, _____, 20_____

To the Honorable, the City Council of the City of Cambridge:

EACH PETITION MUST BE ACCOMPANIED BY A DRAWING OF PROPOSED SIGN, INDICATING DESIGN AND DIMENSIONS AND LOCATION ON PREMISES.

The undersigned respectfully prays that _____
be granted permit to erect a sign of the following specifications in front of premises located at _____

Type of Sign: _____
(state whether electric or otherwise and material used in construction)

Reading matter to go on sign: _____

Size: _____ Weight: _____

Public Way
Obstruction: A. _____ B. _____
(Give exact distance sign is to extend over sidewalk) (Also exact distance from bottom of sign to sidewalk)

Height Above Grade: Bottom: _____ Top: _____

NOTICE - REGULATIONS

[Section 12.08.010 Municipal Code – Encroachments onto Streets] [Section 1212.0 State Building Code – Projecting Signs]

- A projecting sign shall be constructed wholly of incombustible materials.
- All signs must meet requirements of Zoning Ordinances and Building Code.
- **Note: Section 12.12.220 provides in part “every owner who maintains a . . . structure in or over a street. . . shall do so only on the condition that such maintenance shall be considered as an agreement on his part to keep the same and the covers thereof in good repair and condition, at all times during his ownership, and to indemnify and save harmless the City against any and all damages, cost or expenses which it may sustain, or be required to pay by reason of such. . .structure.”**

PROPERTY OWNER OR AUTHORIZED AGENT HEREBY STATES THAT INFORMATION IS TRUE TO THE BEST OF HIS/HER KNOWLEDGE AND UNDERSTANDING UNDER PAINS AND PENALTY OF PERJURY.

_____/_____
(Property owner or authorized agent) (Address) (Te. No.)

_____/_____
(Business owner) (Address) (Tel. No.)

Approved as to Building Code APPROVED: _____/_____
(Building Inspector) (Date)

Approved as Zoning Ordinances APPROVED: _____/_____
(Inspectional Services Department) (Date)

APPROVED: _____/_____
(Department of Public Works) (Date)