



Office of Planning & Economic Development

70 Tapley Street Springfield, MA 01104

Tel.: (413) 787-6020

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www.springfieldcityhall.com/planning

Application Packet

Planning Board Special Permit (Signs)

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Information about this review process

Number of copies to submit:

Submit one (1) full copy of application package.

Duration of Site Plan Approval

2 years unless extended per 12.3.39

Meeting with the Neighborhood Council?

Recommended

Will I still need to apply for a Building Permit?

Yes. OPED will forward the decision to the building department.

Who will Review the application:

The Office of Planning and Economic Development staff will review the application and make a recommendation to the Planning Board.

Who will make the decision about the application?

Planning Board will make a decision on the application after considering it at a public meeting.

NOTE: Upon receiving this application, OPED staff will request a certificate of TAX COMPLIANCE from the City's Tax Collector's Office **relating to the property owner's standing** with the City. **The application will not be processed without this certification.** The applicant and property owner will be contacted by the City Collector's Office if a tax issue needs to be resolved. The tax review includes but is not limited to Real Estate Tax, Personnel Property Tax, Excise Tax, Water/Sewer Bills, and other City accounts.

PAYMENT OF FEES: Payment of all costs including advertising and abutter notifications must be paid in full to the **Office of Planning & Economic Development** prior to the public hearing and vote. All fees are **NON REFUNDABLE** whatever the disposition of the matter, including withdraws.

SECTION 1: PRELIMINARY APPLICATION FORM

Please complete the form below and submit it to the Office of Planning & Economic Development (please print or type). Once the completed application is received, a formal application will be typed up and will be required to be signed by the petitioner and property owner.

Office of Planning & Economic Development
70 Tapley Street Springfield, MA 01104

Petitioner/Owner Information	
<p>Full Address of the Property:</p> <p><i>Street name, number, and zip code</i></p>	<p>Street _____</p> <p>City _____ State ____ Zip code _____</p>
<p>Street/Parcel Number:</p>	
<p>Zoning of the Property:</p>	
<p>Current Use of Property:</p>	
<p>Proposed Use:</p> <p><i>You may attach additional pages if needed to explain the proposal.</i></p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Property Owner Information</p> <p><i>Name, mailing address, email address and telephone number (include name of person who will be signing the formal application)</i></p>	<p>Name: _____</p> <p>Street Address: _____</p> <p>City _____ State ____ Zip code _____</p> <p>Email _____</p> <p>Telephone/Mobile _____</p>
<p>Petitioner Information (if different from Owner)</p> <p><i>Name, mailing address, email address and telephone number (include name of person who will be signing the formal application)</i></p>	<p>Name: _____</p> <p>Street Address: _____</p> <p>City _____ State ____ Zip code _____</p> <p>Email _____</p> <p>Telephone/Mobile _____</p>
Dates Below To Be Filled Out By OPED Staff Only	
<p>Date Received:</p>	
<p>Date of Completed Application:</p>	

SECTION 2: LIST OF SUBMITTAL REQUIREMENTS

- ❑ Full sign plan(s) shall include but not be limited to:
 - In the case of a ground sign, a site plan indicating the location of the proposed sign. In the case of a wall sign, elevation plans indicating the location of the sign in relation to the building.
 - Dimensions and materials
 - Means of illumination
 - Any proposed landscaping elements

SECTION 3: PLANNING BOARD CONDITIONS

In granting a special permit, the Planning Board, in order to mitigate negative impacts of a sign, may impose reasonable conditions taking into consideration all aspects of the sign and its impacts on the visual environment in the area, including but not limited to design, construction, color, illumination, landscaping and coordination with buildings and other signs in the area. As part of the approval, the Planning Board may also require the removal of any non-conforming sign or signs on the lot and may impose such other conditions as it deems appropriate to further the purpose of Article 9.

SECTION 4. SUMMARY DETAILS FROM ARTICLE 9 OF THE ZONING ORDINANCE*

(*Please see Zoning Ordinance for complete details and process)

Planning Board Authority to Modify Sign Regulations

1. The Planning Board, acting as the SPECIAL PERMIT GRANTING AUTHORITY under this Section, may approve, approve with conditions, or disapprove the following SIGNS and the following deviations from the requirements of Sections 9.6, 9.7 and 9.8:
 - A. A greater number of SIGNS than allowed under Sections 9.6, 9.7 and 9.8, but not more than one (1) SIGN in addition to the number of SIGNS otherwise permitted per LOT or per PRINCIPAL USE , as the Planning Board finds appropriate to further the purpose of this Section as stated in Section 9.1.
 - B. SIGNS with dimensions in excess of those permitted under Sections 9.6, 9.7 and 9.8, subject to the following limitations:

1. No GROUND SIGN higher or wider than one and one half (1.5) times the maximum height or width otherwise permitted, and
 2. No SIGN larger than two (2) times the otherwise permitted maximum DISPLAY AREA, and
 3. One (1) GROUND SIGN per BUILDING in Business C above the second floor and larger than the dimensional standards otherwise allowed.
- C. A SIGN in a location or in a position not otherwise permitted, but not a ROOF SIGN, a NON-ACCESSORY SIGN, or a SIGN located within the minimum required distance from the sideline of a STREET or right of way customarily used by the general public.
- D. A SIGN attached to a stone wall, retaining wall, FENCE or other landscaping feature on a LOT, provided that such SIGN and feature are, in the opinion of the Planning Board, an integral component of the landscape design and BUILDING architecture on the LOT.
- E. A type or method of SIGN illumination not otherwise permitted provided that it meets the Purpose statement of this Article.