



## Town of Barnstable Hyannis Main Street Waterfront Historic District Commission

Planning & Development Department ▪ [www.town.barnstable.ma.us/HyannisMainStreet](http://www.town.barnstable.ma.us/HyannisMainStreet)

### APPLICATION SUBMISSION REQUIREMENTS – SIGNAGE

- Application – 3 Copies** All applicable sections must be complete. Complete the specification sheet and include details of proposed signage.
  
- Supporting Materials – 3 Copies**
  - Proposed Sign Design Submit a color drawing/rendering of the proposed sign. Include sign dimensions on the drawing.  
Note: If the drawing does not accurately show the proposed sign colors, color samples (paint chips) are recommended.
  - Proposed Sign Location Submit a photograph of the proposed sign location. If possible, superimpose the proposed sign on the photo.
  
- \$ 75 Filing Fee** The filing fee should be submitted with the application. Checks should be made payable to the Town of Barnstable. We are unable to accept credit/debit cards.
  
- Postage Stamps** Contact the Planning & Development Dept. for the number of required stamps. Stamps are required for abutter notification.

### IMPORTANT INFORMATION

- **All decisions of the Commission are subject to a 20 day appeal period.**
- Approvals from the Historic Commission are required before you can apply to the Building Division for a Sign Permit.
- Review the Historic District guidelines for information on recommended designs, materials, colors, etc.
- Providing all requested information with the application will prevent delays in processing and hearing your application.
- The applicant or a representative must be present at the scheduled hearing; delays or a denial may otherwise result.
- Approved Certificates of Appropriateness are valid for 1 year after approval. A one year extension may be granted by the Commission, but shall be requested prior to the expiration date.

**If you have any questions, please call the Planning & Development Department at (508) 862-4064 or contact Karen Herrand [Karen.herrand@town.barnstable.ma.us](mailto:Karen.herrand@town.barnstable.ma.us).**

# SIGNAGE REQUIREMENTS

## Business Signs

- The Planning & Development Dept. recommends speaking with Building Division staff to determine the amount of permitted business signage prior to applying for a Certificate of Appropriateness from the Hyannis Main Street Waterfront Historic District Commission.

## Open/Closed Signs

- Only one (1) Open/Closed Sign per business establishment is permitted
- Acceptable colors for neon Open/Closed signs are red or red and blue
- Open/Closed Signs cannot incorporate or display flashing, moving or intermittent lighting
- Open/Closed Signs cannot incorporate or display LED (light emitting diode) or LED border tube signs - including any sign that incorporates or consists solely of a LED border tube lighting systems
- Simulated neon signs, which are extremely bright backlit signs, and neon colored inks or translucent vinyl for lettering and display are prohibited

## Trade Flags

- Only one (1) Trade Flag per business establishment is permitted per building façade as may face any street
- Trade Flag dimensions cannot exceed three (3) feet x five (5) feet
- Trade Flag images, designs or lettering must be exemplary of the business and consistent with Hyannis' historical character

## Trade Figure or Symbol

- A Trade Figure or Symbol cannot be located on Town property
- A Trade Figure or Symbols should represent the business and/or its services and be based on historic trade representations
- Trade Figure or Symbol dimensions cannot exceed two (2) feet x three (3) x four (4) feet
- A Trade Figure or Symbol cannot be animated or internally illuminated and cannot produce any sound
- A Trade figure or symbol cannot be plastic

## Location Hardship Signs (A-Frame Signs)

***NOTE: Location Hardships signs are only allowed with a Special Permit from the Planning Board. You may immediately apply to the Planning Board for the Location Hardship Sign Special Permit provided you submit proof of application to the Hyannis Main Street Historic Commission with the special permit application.***

- Location Hardship Sign materials must be wood, composite material, or metal
- Location Hardship Signs must be professionally lettered
- Location Hardship Signs cannot incorporate or display individual plastic or vinyl lettering such as "marquee" letters
- Location Hardship Sign dimensions cannot exceed two (2) feet x four (4) feet
- Location Hardship Signs cannot have a sloped or pitched rail cap
- If a Location Hardship Sign incorporates a chalkboard, only flat black chalkboard is appropriate
- No lights, banners, flags or other similar objects may be placed on or adjacent to a Location Hardship Sign



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## Application Certificate of Appropriateness for Signage

Application is hereby made for the issuance of a Certificate of Appropriateness under MGL, Chapter 40C, The Historic Districts Act, for proposed signage as described below and on drawings or photographs accompanying this application.

CHECK ALL THAT APPLY:

1. Business Sign \_\_\_\_\_
2. Open/Closed Sign \_\_\_\_\_
3. Trade Flag \_\_\_\_\_
4. Trade Figure or Symbol \_\_\_\_\_
5. Location Hardship Sign \_\_\_\_\_

Assessor's Map No. \_\_\_\_\_ Parcel No. \_\_\_\_\_

Address of Proposed Work \_\_\_\_\_

Applicant \_\_\_\_\_ Tel # \_\_\_\_\_

Applicant Mailing Address \_\_\_\_\_ Town/State/Zip \_\_\_\_\_

Applicant E-Mail Address \_\_\_\_\_

Property Owner \_\_\_\_\_ Tel # \_\_\_\_\_

Owner Mailing Address \_\_\_\_\_ Town/State/Zip \_\_\_\_\_

Agent or Contractor \_\_\_\_\_ Tel # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Town/State/Zip \_\_\_\_\_

Agent E-Mail Address \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

For Location Hardship Signs & freestanding Trade Figures or Symbols to be located on private property:

Check box if property owner has granted permission to locate Sign or Figure on their property abutting the building front.

**Business Sign 1:** Size of Sign \_\_\_\_\_ x \_\_\_\_\_  
Material(s) of Sign \_\_\_\_\_  
Material of Lettering (if different) \_\_\_\_\_  
Will the sign be illuminated? Yes / No  
If yes, what type of light fixture \_\_\_\_\_ Location of Fixture \_\_\_\_\_

**Business Sign 2 :** Size of Sign \_\_\_\_\_ x \_\_\_\_\_  
Material(s) of Sign \_\_\_\_\_  
Material of Lettering (if different) \_\_\_\_\_  
Will the sign be illuminated? Yes / No  
If yes, what type of light fixture \_\_\_\_\_ Location of Fixture \_\_\_\_\_

**Open/Closed Sign:** Size of Open/Closed Sign \_\_\_\_\_ x \_\_\_\_\_  
Material of Open/Closed Sign: \_\_\_\_\_  
If Neon, indicate color (circle one option): Red / Red & Blue  
Color of Open/Closed Sign: \_\_\_\_\_

**Trade Flag:** Size of Trade Flag: \_\_\_\_\_ x \_\_\_\_\_  
Material of Trade Flag: \_\_\_\_\_

**Trade Figure Or Symbol:** Dimension of Trade Figure or Symbol: \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_  
Material of Trade Figure or Symbol: \_\_\_\_\_

**Location Hardship Sign:** Size of Hardship Sign: \_\_\_\_\_ x \_\_\_\_\_  
Material of Hardship Sign: \_\_\_\_\_  
Lettering Color and Material: \_\_\_\_\_