



# PLANNING BOARD

CITY OF NEW BEDFORD  
JONATHAN F. MITCHELL, MAYOR

SUBMIT TO:  
Planning Department  
133 William Street  
Room 303  
New Bedford, MA 02740

## SITE PLAN REVIEW APPLICATION FOR NEW GROUND SIGN

The undersigned, being the Applicant, seeks Site Plan Approval for property depicted on a plan entitled: \_\_\_\_\_ by: \_\_\_\_\_ dated: \_\_\_\_\_.

### 1. Application Information

Street Address: \_\_\_\_\_

Assessor's Map(s): \_\_\_\_\_ Lot(s) \_\_\_\_\_

Registry of Deeds Book: \_\_\_\_\_ Page: \_\_\_\_\_

Zoning District: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Contact Information: \_\_\_\_\_  
Telephone Number Email Address

Applicant's Relationship to Property:  Owner  Contract Vendee  Other \_\_\_\_\_

List all submitted materials (include document titles & volume numbers where applicable) below:

By signing below, I/we acknowledge that all information presented herein is true to the best of my/our knowledge. I/we further understand that any false information intentionally provided or omitted is grounds for the revocation of the approval (s). I/we also give Planning Department staff and Planning Board Members the right to access the premises (both interior and exterior) at reasonable times and upon reasonable notice for the purpose of taking photographs and conducting other visual inspections.

\_\_\_\_\_  
Date

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

**2. Zoning Classifications**

Present Use of Premises: \_\_\_\_\_

Proposed Use of Premises: \_\_\_\_\_

Zoning Relief Previously Granted (Variances, Special Permits, with Dates Granted):  
\_\_\_\_\_

**3. Will sign be illuminated?** \_\_\_\_\_, **How?** \_\_\_\_\_

**4. Will sign overhang a public sidewalk?** \_\_\_\_\_, If yes, an indemnification certificate must be obtained from the City Council Clerk’s Office, City Hall Room 215

**5. Briefly Describe the Proposed Project:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Please complete the following:**

	<u>Existing</u>	<u>Allowed/Required</u>	<u>Proposed</u>
Total Sign Area (sq ft)			
Sign Height (ft)			
Total Number of Signs at Subject Parcel(s)			
Front Setback (ft)			
Side Setback (ft)			
Side Setback (ft)			

**7. ZBA Variances and Special Permits:**

**NOTICE: Checking below does not constitute application for a special permit or a variance. The applicant must also file the proper application form and fee with the Zoning Board of Appeals.**

\_\_\_\_\_ The applicant is also requesting a special permit from the ZBA:

Specify zoning code section & title:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ The applicant is also requesting a variance from the ZBA:

Specify zoning code section & title:

\_\_\_\_\_  
\_\_\_\_\_

**8. OWNERSHIP VERIFICATION**

This section is to be completed & signed by the property owner:

I hereby authorize the following Applicant: \_\_\_\_\_

at the following address: \_\_\_\_\_

to apply for: \_\_\_\_\_

on premises located at: \_\_\_\_\_

for which the record title stands in the name of: \_\_\_\_\_

whose address is: \_\_\_\_\_

by a deed duly recorded in the:

Registry of Deeds of County: \_\_\_\_\_ Book: \_\_\_\_\_ Page: \_\_\_\_\_

**OR** Registry District of the Land Court, Certificate No.: \_\_\_\_\_ Book: \_\_\_\_\_ Page: \_\_\_\_\_

I/we acknowledge that all information presented herein is true to the best of my/our knowledge. I/we further understand that any false information intentionally provided or omitted is grounds for the revocation of the approval(s). I/we also give Planning Department staff and Planning Board Members the right to access the premises (both interior and exterior) at reasonable times and upon reasonable notice for the purpose of taking photographs and conducting other visual inspections.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Land Owner (If authorized Trustee, Officer or Agent, so identify)

## Steps for Site Plan Review (Ground Sign) Application Submittal

**Step 1.** Prior to filing of a completed Application for Site Plan Approval for a new ground sign, the Applicant may request an appointment with the City Planning staff to present materials and to discuss the sign and issues related to it. Please contact the City Planning Division at (508) 979-1488 to arrange this review or to ask any questions related to review procedure.

**Step 2.** File Application with the New Bedford Planning Board. A complete application requires submission of the following items:

- One (1) original scaled drawing or plan of the proposed sign indicating the location of the sign(s) on the premises and sign dimensions (height, sign area, etc.)
- One (1) original completed application form, Eight (8) copies
- Specifications for the materials to be used in the sign construction and type of mounting used to secure the sign in the ground, shall also be provided.
- The original and eight (8) copies of an Abutters List certified by the Assessor's Office. (Abutters Lists are prepared by the Planning Division )
- The applicant is responsible for all Abutter Notification Mailings to all Abutters listed on the Certified Abutters List, by Certified Return Receipt Mail. The Abutter Notification Letter, indicating the date, time and location of the scheduled public hearing will be drafted by Planning Staff for your use, upon submittal of a complete application. Return Receipts (Green Cards) shall be addressed to return to City of New Bedford Planning Board as follows:  

New Bedford Planning Board  
133 William Street  
Room 303  
New Bedford, MA 02740
- A legal notice shall be placed in the New Bedford Standard Times by Planning Staff, at the applicant's expense. The publication must occur twice, in two (2) successive weeks, and the first publication of the notice of the public hearing, must be fourteen (14) days before the day of such hearing.
- A check for the appropriate filing fee, made payable to the City of New Bedford. The Site Plan Review fee for sign applications is \$25.00 per sign, plus \$200.00 legal ad fee. This fee shall be paid by the applicant at the time of application submittal

**DEPARTMENT SIGN-OFF SHEET  
SITE PLAN REVIEW FOR NEW GROUND SIGN**

<u>DEPARTMENT</u>	<u>NUMBER OF COPIES</u>	<u>SIGNATURE</u>	<u>DATE</u>
PLANNING BOARD ROOM 303	1 ORIGINAL	_____	
BOARD MEMBERS ROOM 303	5	_____	
CITY PLANNING ROOM 303	1	_____	
CITY CLERK ROOM 118	1	_____	
INSPECTIONAL SERVICES ROOM 308	1	_____	

## **NOTICE BY PUBLICATION & ABUTTERS NOTIFICATION**

(Follow Massachusetts General Laws, Chapter 40A, Section 5)

- 1) The applicant shall be responsible for paying for the legal advertisements in the New Bedford Standard-Times once in each of two (2) successive weeks, the first publication to be not less than fourteen (14) days prior to the date of said hearing. This cost is included in the Application Fee. The City of New Bedford Planning Division shall be responsible for placing the legal ad in the New Bedford Standard-Times.
- 2) The applicant shall be responsible for certifying the abutters list and mailing, by Certified Mail, with Return Receipt Requested, a copy of the notice to each affected abutter.
- 3) A Legal Advertisement will be drafted by Planning Staff, including the date, time and location of the public hearing, and provided to the Applicant upon submittal of a complete application. This Legal Advertisement may not be altered or amended by the Applicant prior to use in notifying Abutters.

# REQUEST FOR CERTIFIED LIST OF ABUTTERS

**Attach the Certified List of Abutters to this certification letter.**

The applicant shall complete the request form below, and submit to Planning Department, City Hall, 133 William Street, Room 303, so that a list may be created for use by the applicant.

I, \_\_\_\_\_, Administrative Assistant to the Board of Assessors of the City of New Bedford, do hereby certify that the names and addresses as identified on the attached "abutters list" are duly recorded and appear on the most recent tax.

Date: \_\_\_\_\_

SUBJECT PROPERTY:

MAP \_\_\_\_\_ LOT \_\_\_\_\_

LOCATION \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

REASON FOR REQUEST

\_\_\_\_\_  
\_\_\_\_\_