

**City of Quincy
HISTORICAL COMMISSION
Application for Certificate**

INSTRUCTIONS: Please print or type. Submit application and exhibits in TEN complete sets including (1) Copy of building permit application. (2) A certified abutter's list within 100 feet of property and printed on mailing labels. Abutter's list must be requested from Assessor's office at least ten (10) days before deadline. (3) All required signatures on building permit and application for certificate. Add sheets as necessary. Check type of Certificate applied for:

CERTIFICATE OF APPROPRIATENESS for work as described and exhibits filed.

CERTIFICATE OF HARDSHIP, financial or otherwise, described herein and not in substantial derogation from the intent and purposes of the Ordinance.

CERTIFICATE OF NON-APPLICABILITY for the following reasons:

LOCATION OF WORK _____
APPLICANT/LESSEE _____ TELEPHONE _____
mailing address: _____
PROPERTY OWNER _____ TELEPHONE _____
mailing address: _____
CONTRACTOR _____ License No. _____
mailing address: _____
DESIGNER/ARCHITECT _____ Mass. Reg. No. _____
mailing address: _____

DESCRIPTION OF PROPOSED WORK: *If required, a PLOT PLAN of the site may be obtained from the office of the Engineering Department, Department of Public Works, 55 Sea St., Quincy.*

LIST EXHIBITS: *Drawings, photographs, material samples and colors, specifications, site plan attached to application.*

SIGN APPLICANTS: *The Commission WILL NOT CONSIDER any revised designs or materials submitted at the public hearing. Make certain your submitted design contains (1) ALL PERTINENT MEASUREMENTS AND (2) COMPLIES WITH THE CITY OF QUINCY SIGN ORDINANCE AS REVISED.*

Checklist:

- Signed by Building Department Inspector that proposal meets requirements of new sign ordinance.
- Is ZBA approval required? _____ Has it been obtained if required? _____ Case # _____
- Color photos showing proposed sign(s) location and locations of any adjacent signs.
- Overall sign(s) size(s) and location(s) with measurements are shown. Total number and square footage must meet sign ordinance requirements.
- Size of letters and graphics is shown.
- Typeface is shown/named.
- Proposed Sign(s) location, shape, colors shown with measurements.
- Proposed sign is shown in relation to other adjacent signs (same plane, height, etc).
- Material is named (fabric, wood, vinyl, aluminum, etc.).
- Design and location of any lighting is specified. If an exterior light is proposed, a design and color is provided (ex: black gooseneck).
- Color sample and/or materials brochures provided.

INSPECTOR OF BUILDINGS: AFFIDAVIT of zoning ordinance compliance. Is Zoning Board of Appeals approval required () or not required (). Other comment.

Date: _____ **INSPECTOR:** _____

Inspector of Buildings or Local Building Inspector

Inspection of the premises is hereby authorized. _____

DATE: _____

Signature of OWNER of property