

**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. (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*