



CITY OF MARLBOROUGH
APPLICATION FOR SIGN APPEAL TO PLANNING BOARD

INSTRUCTIONS: Use this form if your sign permit application has been denied by the Building Inspector and your denial letter indicates your right to appeal to the City of Marlborough Planning Board. This application must be filed with the Planning Board within 30 days of the date of the decision of the of the Building Inspector. (See Number 7 below.) Applicant must attach a copy of the Building Inspector's decision letter (usually a denial of a sign permit.) This application form must be signed by the applicant or their authorized agent (and the property owner if the owner is not the applicant.) Send the completed form along with the \$50.00 filing fee to the Planning Board administrative offices at 135 Neil St. 2nd Floor, Marlborough, MA 01752. The Planning Board Administrator will sign this form and schedule an appeal hearing date at a future scheduled meeting of the Planning Board.

1. **Location of Proposed Sign: Street Address:** _____
What other signs exist on the property: (Type, Size, Location) _____

2. **Name of business or activity applying for sign:** _____
3. **Applicant:** _____
Applicant Address: _____
Applicant Contact Info: (name, email and phone) _____

4. **Building Owner:** _____
Owner Address: _____
Owner Contact Info: (name, email and phone) _____

5. **Applicant is** ☐ **Building Owner** ☐ **Tenant** ☐ **Other** _____
6. **Date of Building Inspector's decision from which appeal is taken:** _____
(Attach copy of denial of sign permit.)
7. **Section of the Sign Ordinance from which appeal is requested: Chapter 650, Section(s)** _____
Section heading(s): _____
8. **Description of Sign:** _____
9. **Give a brief outline why permit was refused and the purpose of the sign:** _____

Other pertinent information may be submitted with this application or requested by the Planning Board.
I hereby request a hearing before the Planning Board with reference to the above noted application:

Signed: _____ **Date:** _____ **Owner:** _____

Applicant

Received: \$50 application fee - Check payable to City of Marlborough **Initials of Board agent** _____

Scheduled Hearing Date: _____ **Date of payment** _____

NEW SIGNS MAY NOT BE ERECTED UNTIL APPEAL HAS BEEN GRANTED AND PERMIT IS ISSUED

Variance Decision: ☐ **Approved** ☐ **Denied**
(attached)



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PLANNING BOARD SIGN VARIANCE DECISION:

Applicant: _____

At its regular meeting of the Planning Board on _____, on a motion by _____, seconded by _____, the Board voted the following:

☐

Appeal Granted.

The Board determined that this specific case appeared not to have been contemplated by the ordinance, that enforcement would involve practical difficulties, and to grant relief would not substantially derogate from the intent and purpose of this ordinance.

Special Conditions of Variance (If any):

The applicant must apply to the Building Inspector for a new sign permit in accordance with the decision of the Planning Board. Attach this decision to the new application.

☐

Appeal Denied.

Appeal was denied. The Board determined that the circumstances of this specific case appeared to have been contemplated by the ordinance, that enforcement would not involve unusual practical difficulties, and that to grant relief would substantially derogate from the intent and purpose of this ordinance.

Motion Carried.

Barbara L. Fenby, Chair
Marlborough Planning Board

Date