



Carlo DeMaria Jr, Mayor
MAYOR

City of Everett
Mayor's Office of
Community and Economic Development
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Everett, MA 02149

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CITY OF EVERETT
SIGN AND AWNING IMPROVEMENT PROGRAM

City-Wide commercial property owners or commercial tenants who have the written approval of the building owner are eligible for this new sign or awning improvement program. Funds are available on a first-come first-serve basis.

In order to help as many businesses as possible, this payment is available only once to an individual. If you have additional businesses they would not be eligible.

The amounts available for this program are as follows:

NEW AWNING: A Grant of up to ½ of the cost, with maximum payment of \$1,500.00 is available.

NEW SIGN: A Grant of up to ½ of the cost, with a maximum payment of \$800.00 is available.

For further information please contact:

Mayor's Office of Community Development
Everett City Hall, Room 39
484 Broadway
Everett, MA 02149
617-394-2245

SMALL CITIES
SIGN AND AWNING PROGRAM
CITY OF EVERETT, MASSACHUSETTS

Section 17-15. Sign, Awnings, Canopies, etc.

No person shall place or maintain any sign, awning, canopy that projects more than 12 inches over the public way without first obtaining a license from the Board of Aldermen. Such license may contain terms and conditions as the Board of Alderman may require. The person so placing or maintaining the same shall also conform to any directions given by the Board of Public Works and/or the Inspector of Buildings. The property owner where such sign, awning or canopy is to be located shall execute a bond to the city in such a sum s the Board of Aldermen may prescribe.
(Rev. Ords. 1976, Pt 2, Ch. 17 & 39).

BEFORE INSTALLATION

PLEASE ATTACH THE FOLLOWING BEFORE SUBMITTING APPLICATION TO COMMUNITY DEVELOPMENT FOR SIGN OR AWNING.

_____ Three written quotes
_____ Drawing of sign or awning showing color and size
_____ Permit Received from Building Dept., City Hall
Date _____

PLEASE COMPLETE THE FOLLOWING IF SUBMITTING APPLICATION FOR SIGN OR AWNING THAT PROJECTS MORE THAN 12 INCHES OVER THE PUBLIC WAY.

_____ License Received.
Date _____ (Attach copy from the City Clerks Office)

First quote Price \$ _____ Company _____
Second quote Price\$ _____ Company _____
Third quote price \$ _____ Company _____

COMPANY CHOSEN TO PERFORM WORK: _____
(Does not need to be lowest quoted price)

AFTER INSTALLATION

Please submit proof of payment in the form of a cancelled check, along with the bill you received from the company you hired to perform this improvement. If received by the third of the month, and if the installation passes inspection, you will receive payment by the end of the month.

.....
For office use only

_____ Inspection certificate received from Building Dept. after installation.

Payment Approved _____ Payment Denied _____

Order: offered by Alderman Joseph McGonagle Order effective January 2006.

Be it ordered that the Rules of the Board of Alderman are hereby amended by adding the following to Rule 74: Signs, Awning, Banners and Canopy Petitions.

A: Purpose and Intent

1. To protect and enhance the character, property values and stability of new and existing awnings in residential and commercial neighborhoods
2. To establish a regulatory framework for the use of awnings banners and canopies as an adjunct to economic and social activities of the residents, institutions and business of the community.
3. To conserve the taxable value of land and buildings.
4. To reduce awning clutter and to eliminate the potential for the distraction of motorists and the degradation of the appearance of the community.
5. To protect aesthetic values and to establish and maintain standards of community appearance with respect to signs; awnings; banners and canopies.
6. To provide standards and procedures for the removal, elimination or relocation of signs, awnings banners and canopies which fail to conform to those standards as established herein.
7. To establish an administrative framework for the enforcement of the standards and regulations established herein.
8. To promote and protect the health, safety, morals, comfort, convenience and general welfare of the people of Everett.

B: Awnings

Any sign which is attached to or made a part of an awning shall be a measured sign for the purpose of the rule. Awning scale and proportions are to be appropriate for the building on which they are mounted as well as the adjacent structures. Awnings must be uniform in size, shape and color in order to unify multiple storefronts with in a single building. The length of the awning is to be restricted to the length of the storefront opening. The vertical and horizontal dimension should be proportional to the overall projection of the awning.

1. Projection: Awnings may project a maximum of 36 inches. Projection depth should match the existing adjacent awnings provided they comply with the acceptable minimum projection. Awnings should be placed at a minimum height of 8-feet above the sidewalk.
2. Forms: Awning forms are to conform to the general shape of the opening. Arched openings are to receive ½ round domed awnings, whereas rectangular openings are to receive rectangular, gently sloping planar forms with closed ends. Valances may be fixed or loose.
3. Mounting: Awnings may be fixed or retractable. Retractable awnings must be kept either in a fully projected position or fully retractable position. Fixed

awnings are to have a concealed rigid metal frames. Retractable awnings should have a canopy cover and automatic retractable rollers mounted to the building. Under panels are not desired. Frames should be painted to match or complement the color of the awning cover material or its underside or left natural.

4. **Materials:** The awning material should be a taut not relaxed. Awning materials may include matte finish vinyl coated cotton, acrylic-coated polyester and vinyl coated polyester or cotton and solution dyed acrylic. All awnings shall be restricted to cutout lettering heat color-transfer, pressure sensitive vinyl films or sewn appliqué signs on the apron only. All awnings located on the same building must be the same material and lettering.
5. Lettering will only be allowed on the valance of the awning and all lettering and logos shall not exceed 8 inches in height. Lettering colors shall be black, white, gold and silver. No advertising shall be allowed on the slope portion of the awning.
6. Colors: All awnings located on the same building must be the same color. All awnings shall be crimson red in color.
7. **Banners:** Banners are temporary signs and may be location, event, holiday or sponsor specific. Banners are to be secured to building walls or mounted on existing poles by fixed brackets and hardware.
8. **Compliance:** All new or replacement signs awnings banners and canopies must comply with all applicable rules and city ordinances.
9. Any recovering or repainting of an awning shall comply with items B4 and B5 listed above.
10. The Board of Alderman shall be the licensing authority.

C: Maintenance of Awnings

All awnings shall be maintained in a safe, legible and in good condition.

1. **Safety:** All awnings shall be maintained to the same structural standards by which they were approved. All metal parts which are subjected to rust or corrosion shall be painted at all times, all anchors and other fastenings shall be maintained in a secure and functioning condition capable of sustaining the loads for which they were designed.
2. **Legibility:** All awnings shall be maintained in a legible condition.
3. **Condition:** All electrical components, switches, lamps, relays, fuses and similar devices shall be maintained in good working order.

D: Abandoned and Un-maintained Awnings.

The following regulations shall govern abandoned and un- awnings.

1. **Removal of Abandoned and un-maintaining Awnings:** It shall be the responsibility of the owner of any property upon which an abandoned awning is located to remove such awning either immediately or within the time period

otherwise established by the Board of Alderman. Removal of an abandoned or un-maintained awning shall include removal of the entire awning including the covering, framework and any structural trim.

E: Violations.

Where the owner of the property on which an abandoned or un-maintained awning is located fails to remove such awning in a timely manner the Building Inspector may remove such awning. Any expense directly incurred in the removal of such awning shall be charged to the owner of the property. Where the owner fails to pay the City of Everett may file a lien upon the property for the purpose of recovering all reasonable costs associated with the removal of the awning.

Any person who violates any provisions under this rule will be subject to suspension or revocation of the license upon a hearing by the Board of Alderman.



APPLICATION FOR LICENSE

Everett, Mass. 20

To the Board of Aldermen:

In accordance with the provisions of the Statutes relating thereto, application for a license is hereby made by

.....
Full name of person, firm or corporation making application

State clearly For
purpose for
which license
is requested.

Give location At
by Street and
Number

in said City of Everett,

in accordance with rules and regulations made under authority of said Statutes.

.....
Signature of Applicant

.....
Residence

Please return
this form with
completed application.

City of Everett, Massachusetts
Treasurer-Collector's Department

Carlo DeMaria, Mayor

Domenico D'Angelo, Treasurer

CERTIFICATE OF GOOD STANDING

- 1. Exact name of Business: _____
- 2. Location: _____
- 3. Type of License: _____ 4. Do you own the business property? _____

I, _____, the undersigned, do hereby certify that all the information contained herein is true and correct and all taxes and fees due the City have been paid or that I have entered into an agreement to pay all taxes and fees and am current on said agreement.

SIGNED UNDER THE PAINS AND PENALTIES OF PERJURY, this _____ day of _____, 20__.

(Signature)

City's Acknowledgement
(For official use only)

Date of Issuance: _____

___ **Real Estate** ___ **Water Sewer** ___ **Personal Property** ___ **Other**

Comments: _____

Approved by: _____, **Collectors Office**