



City of Everett
Department of Planning and Development
484 Broadway, Room 25
Everett, Massachusetts 02149
(P) 617-394-2334 (F) 617-394-5002

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 a one time grant from the Sign and Awning Improvement Program. Funds are available on a first-come first-serve basis and will be awarded to project that are approved by the Department of Planning and Development (DPD) prior to the start of work. A written confirmation from DPD must be provided prior to commencement of work.

Grant amounts available 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:

Department of Planning and Development (DPD)
Everett City Hall, Room 25
484 Broadway
Everett, MA 02149
617-394-2334

Application Process:

1. Contact the DPD for the Sign and Awning Improvement Program Application;
2. Complete the application and return it to the DPD along with the required plans and detailed information;
3. Consult with the DPD staff in preparation of the application and the project;
4. Written notification will be provided within 10 Days after submission of a complete application;
5. Approved applicants will be reimbursed for the grant amount after completion of the project and when paid receipts for approved work are submitted. Copies of all applicable building permits need to be provided to DPD.

SIGN AND AWNING PROGRAM

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 Clerk’s 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.

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For office use only

_____ Inspection certificate received from Building Dept. after installation.

Payment Approved _____ Payment Denied _____