



# TOWN OF SOUTHBOROUGH

## BUILDING DEPARTMENT

9 CORDAVILLE ROAD  
SOUTHBOROUGH, MASSACHUSETTS 01772-1662  
Main: (508) 485-0710

### Checklist: Signs

Below please find a checklist for the required documents or information needed to obtain a permit for the new construction or upgrade of a **sign**.

This form will have to be submitted when applying for a sign permit.

*\*Documents can be found here: [Southboroughma.gov](http://Southboroughma.gov) -> Departments -> Building / Zoning Department -> BUILDING -> Informative Links and Documents. This is where you can also find informative information on your project.*

Applicant: Please read each line item below and appropriately answer each section

I have read Southborough's Zoning Chapter 174, Article III: Use Regulations §§ Signs	<i>Applicant Initials</i>
Zoning District where sign will be located	
Description of sign(s) according to Section D <i>Sign Regulation Table</i> (please include design plans with dimensions and illumination information, if applicable)	
Maximum Allowable Height of Sign: feet/inches	
Maximum Allowable Area of Sign: square feet	
Maximum Allowable Number of Signs:	
Maximum Allowable Number of Signs per Building:	
Maximum Allowable Number of Signs per Business:	
Does this location have any existing non-conforming signs?	
Does this location have a sign, Special Permit, or Variance? (if unsure, FIRST check with property owner) <i>If this location has had a Special Permit or Variance, please include a copy when applying for your permit.</i>	
Have you included a written narrative on how your sign complies with Southborough's Zoning Bylaws?	

NOTE: If it is later determined that the information provided is incorrect, the sign is subject to removal.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_