



# Haverhill

City Clerk's Office, Room 118  
Phone: 978-374-2312 Fax: 978-373-8490  
cityclerk@cityofhaverhill.com

## SIGN APPLICATION PROCEDURES

If applicant states sign will be flush against building on private property, he applies at the Building Inspector's office only.

If sign protrudes over city property – sidewalk or street - be it illuminated or not, he must fill out an application from City Clerk in duplicate. He must also submit a diagram in duplicate.

Applicant must file with the City Clerk a sign permit bond in the amount of \$25,000 or Certificate of Insurance naming City of Haverhill Additional Insured.

Applicant then takes applications and diagrams to Building Inspector, Room 210. If sign is illuminated he must also apply with the electrical Inspector in that office.

After approval of Building Inspector and Electrical Inspector, both copies are returned to City Clerk's office for appropriate signatures. City Clerk will retain one copy and return one to Building Inspector also with notation concerning bond status.

To the Mayor

The undersigned hereby applies for permission to erect and maintain an illuminating sign to project over the sidewalk in front of premises

No. .... Street, subject to the provisions of the Municipal Ordinances of 1944 in relation thereto, and in accordance with the following specifications:

- 1. The dimensions of the sign .....
- 2. The material of which it is to be constructed .....
- 3. Its location and height above the sidewalk .....
- 4. The distance it shall project over the sidewalk .....
- 5. The manner of supporting it, or attaching it to the building .....
- 6. How it is to be illuminated .....
- 7. The number of candle power per square foot of sign surface space .....
- 8. The number of hours per day it will be illuminated .....

(Signature) .....

CITY OF HAVERHILL

Office of Inspector of Buildings, .....19

APPROVED:

Inspector of Wires.

Inspector of Buildings.

By the Mayor .....

GRANTED:

Attest: ..... City Clerk.

- (3) There shall be not less than eight-candle-power illumination for each square foot of sign surface.
- (4) It shall be illuminated continuously and not intermittently from one hour after sunset until 11:00 p.m.
- (5) A plan, drawn to scale and showing type of construction, size, material and method of attaching to the building, shall accompany every application for permit.

C. The fee for such permit shall be \$75. [Added 7-10-2007 by Doc. 76]

**§ 222-22. Bond or insurance policies.**

- A. Unless otherwise provided by contract, no permit to erect, construct or maintain an illuminated sign projecting over a public way shall be granted unless, before the erection or construction thereof, the owner or applicant shall file with the City Clerk a bond in the sum of \$5,000 or, if such sign so projects more than 40 inches, in the sum of \$10,000 approved as to form by the City Solicitor and with a surety company or two or more individual sureties satisfactory to the City Council. [Amended 7-10-2007 by Doc. 76]
- B. Such bond shall be conditioned to hold harmless and indemnify the City for all losses, costs, suits or damages to which the City may be liable by reason of the erection and maintenance of such sign and for all suits and claims and damages to which the City may be liable arising from any injury which may be sustained by any person by reason of the position, existence, erection or maintenance of such sign.
- C. The City Council may at any time require the filing of a bond of a similar nature and for a like purpose in case of an application to erect, construct or maintain on or over any public way any other sign, signboard, advertising device, clock, marquee, shade or awning or other structure, device or thing except street lighting poles, appurtenances, etc., placed or maintained under a contract, such bond to be similarly approved as to form and for such amount and with such surety or sureties as shall be satisfactory to the City Council.
- D. In place of any indemnity bond called for under §§ 222-19 through 222-26, an owner or applicant for a permit thereunder may deposit with the City Clerk a public liability insurance policy, or a certificate thereof, approved as to form by the City Solicitor and issued by an insurance company authorized to do business in the commonwealth, insuring the City for not less than \$10,000 against all claims, loss, costs, damage to persons or property and expense arising out of the erection and maintenance of such sign. [Amended 7-10-2007 by Doc. 76]

**§ 222-23. Permit effective upon filing of bond.**

No permit granted as the result of an application in connection with which a bond is required in § 222-22 or with which a bond may otherwise be required shall be deemed to be in force and effect until such bond has been filed and approved.

**§ 222-24. Manner of construction.**

Every sign, signboard, advertising device, clock, marquee, shade or awning, flag, article of merchandise or other like structure, device or thing mentioned in § 222-19A and authorized by permit as described in that section to be erected or maintained shall be safely and securely fastened and so located and constructed as in no way to endanger or incommode travelers and when attached to a building shall be connected therewith in such manner as the Inspector of Buildings shall require and shall further conform to all directions and conditions imposed by the City Council or the Inspector of Buildings.

**§ 222-25. Affixing to trees.**

No sign, signboard, clock, order box, slate, inscription or other advertising device shall be affixed to any pole or post, tree, treeguard or other object within the limits of any public way within the City except on the authority of a written permit or contract from the City Council.

**§ 222-26. Projections of awnings or shades; supports.**

No shade or awning shall be so erected on or attached to or maintained on or before any building in such manner that any part thereof projects over any public way, unless the same be constructed with a metal frame covered with canvas or other like material. It shall be safely and securely supported wholly from the building in such manner as not to endanger or incommode travelers and shall be approved by the Inspector of Buildings, the lowest part of such shade or awning shall be at least eight feet above the surface of the way.

**§ 222-27. Bounds to be obtained.**

No person shall erect or construct or cause to be erected or constructed any fence, wall, building or other structure or erection adjoining any street, public way or ground within the City without first having ascertained the bounds of the same, including the line and grade of the street, by application to the City Engineer.

**§ 222-28. Projections.**

No person shall erect, construct, set up or maintain or cause to be erected, set up, constructed or maintained any fence, wall, portico, porch, platform, bay window, doorstep or other projection extending into any street, public way or ground within the City except as otherwise provided in this Code.

**§ 222-29. Doors or gates not to swing onto streets.**

No person shall allow any gate or door belonging to premises owned or occupied by him or under his control and adjoining any street or public way or ground to swing on, over or into the street or public way or ground.