



Town of Falmouth Planning Office

Sign Permit Approval

Submittal Requirements

Submittals for Planning Board applications must be in the following format in order to be placed on the Board's agenda. All applicants are strongly encouraged to schedule a meeting with staff prior to submitting an application to the Planning Board. **No material may be added to an application after the submission deadline has passed.** Applications deemed incomplete will not be placed on the agenda. If you have any questions pertaining to these requirements, contact a member of the Planning Staff.

• **ALL SIGN SUBMISSIONS** for hearing by the Planning Board shall include:

1. 3 sets of 11" x 17" plans:
 - collated
 - secured with paperclips or binder clips. **(NO STAPLES)**
2. Three (3) identical paper application packets. One packet shall include original signatures and stamps – the remaining packets may be photocopies. All items in the packets shall be **BOUND** and **DOUBLE-SIDED**. All original items submitted in color shall be copied in color. Each packet shall include a cover letter, Request for Hearing form, a point-by-point narrative showing full ordinance compliance, and any other supporting documents.
3. Digital copy of submission, *ON A USB FLASH DRIVE, VIA EMAIL, OR VIA DOWNLOADABLE WEBSITE*, consisting of a PDF of application materials and supporting documents, and a second PDF of the plan. (If transmitting via email, address to Lisa Sangillo at lsangillo@falmouthme.org)
4. A check for the appropriate fees. Contact Lisa in the Planning Office with any questions.

Fee		Amount (in \$s)	unit
		base/per unit fee	
3.0	<u>Signs</u> 20 sf or over	50	sign (in addition to site plan review fees)
18.0	<u>Publication & Notice Fee</u>	125	