



Office of Outdoor Advertising
Ten Park Plaza, Room 6133
Boston, MA 02116-3969

Telephone: (857) 368-9700
<http://www.mass.gov/massdot/ooa>

APPLICATION FOR AMENDMENT OF OUTDOOR ADVERTISING PERMIT(s)

Application is hereby made for the amendment of permit(s) to erect and maintain outdoor advertising signs in accordance with the rules and regulations established under 700 C.M.R. 3.00 et. seq. and all applicable state and federal laws at the following location(s). Any proposed modification to any sign must receive prior approval from the Office of Outdoor Advertising before any such repair and/or restoration.

PLEASE PRINT OR TYPE:

1) Applicant Name: _____

Principal Business Address: (Street address must be included) _____

City/Town _____ State _____ Zip _____

Contact: (Name & Title) _____

Telephone #: _____ Fax #: _____

Email: _____

Authorized Signature: _____ Date: _____

OOA License #:

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**assigned by OOA*

2) EXACT LOCATION OF ADVERTISING SIGN FOR AMENDMENT

Address _____ Route # _____

_____ OOA Permit # _____

City/Town _____ Original Permit Date _____

Zip Code _____

REVISED: ejf/leq, 4/23/2013

Page 1 of 4
Application For Amendment Of Permit

Please submit all pages: incomplete applications will not be processed.

Pursuant to 700 C.M.R. 3.01 (a) – (h)

I am requesting to modify an existing sign as indicated below ... *(check all that apply)*

- ☐ move existing sign to another location on the same property.*
 - ☐ change height of sign.*
 - ☐ change area of sign (dimensions, length, width, height, depth, number of faces .*)
 - ☐ change illumination of sign (add / remove / replace lighting.*)
 - ☐ change materials of sign.*
 - ☐ change means of support of sign; including adding any reinforcing devices that would prolong use of sign.*
 - ☐ replace a dismantled sign.*
 - ☐ other repair / restoration of sign.* (please explain) _____
- _____
- _____

**Such modifications require that permit holder obtain permission from landowner and may require authorization from a duly authorized municipal official. (see pg 3)*

Please note that any non-conforming and/or 'Grandfathered' sign, if dismantled, loses its OOA 'Grandfathered' status as defined by 700 CMR and is therefore ineligible for relocation, changes to height, dimensions, lighting, and/or replacement.

The undersigned warrants and represents that he/she is duly authorized to sign this document: that he/she has permission from the landowner to erect/maintain/amend a sign at the proposed location and that he/she has legal access to the property. The undersigned hereby authorizes the Office of Outdoor Advertising to enter the property whereon the proposed sign is located.

Signature of Individual or Corporate Officer

Individual or Business Name
(Please Print)

Date

**IF APPLICABLE THE FOLLOWING AMENDMENT AUTHORIZATIONS MUST BE OBTAINED BEFORE
SUBMITTING THE APPLICATION TO THE OFFICE OF OUTDOOR ADVERTISING**

700 C.M.R. 3.06(1)(i): Each application shall contain the following certification which must be signed by a duly authorized official of the city/town no earlier than 60 days before the filing of the application under 700 CMR 3.05.

To be completed and signed by a duly authorized municipal official.

The location of the proposed sign amendment(s) is / are in an area zoned: ☐ Commercial
☐ Industrial

The Boston Redevelopment Authority (BRA) has been notified about the proposed sign: YES or NO
**Applicable only to the City of Boston. (circle one)*

Option 1 – Please select either Option 1 or Option 2 and sign where indicated. (Do not sign both).
I hereby certify that the proposed sign amendment(s) is / are: (check one box)

☐ IN CONFORMITY WITH *municipal zoning ordinances and/or by-laws.*

☐ AUTHORIZED BY A SPECIAL PERMIT / VARIANCE FROM _____

(include all relevant documents)

☐ NOT SUBJECT TO *municipal zoning ordinances and/or by-laws. (Explain)*

The undersigned warrants and represents that he/she is duly authorized to sign this document.

Name & Title of City / Town Official (please print) () Telephone

Signature of City / Town Official Date

Option 2 – Please select either Option 1 or Option 2 and sign where indicated. (Do not sign both).
I hereby certify that the proposed sign amendment(s) is / are: (check one box)

☐ NOT IN CONFORMITY WITH *municipal zoning ordinances and/or by-laws.*

The undersigned warrants and represents that he/she is duly authorized to sign this document.

Name & Title of City / Town Official (please print) () Telephone

Signature of City / Town Official Date

Permit Holder _____

Permit #: _____

4) FEES:

A permit amendment fee of Two Hundred and Fifty Dollars (\$ 250.00) per permit must accompany this application as defined in 700 C.M.R. 3.03(2)(a)

Check or money order enclosed in the sum of: _____

\$ _____

**Make payable to: MassDOT*

DIRECTOR'S REPORT

_____ AMENDMENT APPROVED

_____ AMENDMENT DENIED

If denied, please state reason(s): _____

Date

Director