

# City of Melrose Sign Grant Application

## General Information

Applicant's Name(s) \_\_\_\_\_

Business Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Business Address \_\_\_\_\_

If you are a tenant under lease, provide the following information:

Building Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

Building Owner's Address \_\_\_\_\_

Year of Lease Expiration \_\_\_\_\_

*Please attach written approval from the building owner, if applicable.*

## Proposed Signage

Size of Sign: Height \_\_\_\_\_ Width \_\_\_\_\_ Illumination? ☐ yes ☐ no

Materials \_\_\_\_\_ Colors \_\_\_\_\_

Will this sign replace existing signage? ☐ yes ☐ no

Name of Signmaker \_\_\_\_\_

*Please attach drawings of proposed signage and its placement on facade.*

## Budget

Cost of manufacture and installation of sign and lighting \$ \_\_\_\_\_

Cost to remove existing signage, if any \$ \_\_\_\_\_

TOTAL SIGNAGE COST \$ \_\_\_\_\_

AMOUNT REQUESTED FROM SIGN GRANT PROGRAM \$ \_\_\_\_\_

(50 percent of cost maximum \$1,000)

*Please attach at least two cost estimates.*

I HEREBY CERTIFY THAT THIS IS AN APPLICATION FOR NEW SIGNAGE. THE PROPOSED SIGN HAS NOT BEEN ERECTED OR FABRICATED IN WHOLE OR IN PART. WORK ON THE SIGN WILL NOT COMMENCE PRIOR TO RECEIPT OF WRITTEN APPROVAL OF THE DESIGN BY THE OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT. I UNDERSTAND THAT FABRICATION OR INSTALLATION OF THE SIGN PRIOR TO SUCH APPROVAL IS GROUNDS FOR DENIAL OF MY SIGN GRANT APPLICATION BY THE CITY.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Checklist: ☐ Application ☐ Drawing of the proposed sign ☐ Image of the building showing where sign will be placed  
☐ Two written cost estimates for the work (on vendor letterhead) ☐ Letter of approval from landlord (if applicable) ☐ W-9

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- An applicant (tenant or property owner) may be reimbursed for 50 percent of the cost of each sign, up to a maximum of \$1,000 per business.
- The applicant may also include labor fees for removal of existing non-conforming signs in the sign grant application. Appropriate sign lighting is also an eligible expense.
- Priority will be given to replacement of non-conforming signs located at businesses within the Massachusetts Small Cities Program target area. This area includes the downtown, Franklin Square, Melrose Highlands, Wyoming, and Melrose Depot commercial areas (target area map is available at Office of Planning and Community Development).
- A completed sign grant application form must be submitted to the Office of Planning and Community Development along with drawings of the proposed sign and its placement on the storefront. Sign size, color and materials must be specified as well.
- The application and drawings must receive written approval from the office of Planning and Community Development before work can begin. Tenants must also receive written approval from their landlord.
- At least two written cost estimates are required. These should be on vendor letterhead and both should be for the same sign.
- A building permit is always required. Businesses located within the Downtown Melrose Historic District must obtain a Certificate of Appropriateness from the Historic District Commission. All signs are subject to the City of Melrose Zoning Ordinance, Article VII, Signs.
- The sign must remain at the specified business location for at least three years following installation. A business owner who removes a sign prior to the end of three years must refund a portion of the City's share equal to the percentage of time remaining in the three-year period.
- The applicant must have the Office of Planning and Community Development inspect the work and approve in writing that it is completed in an acceptable manner prior to paying the signmaker. After the signmaker is paid, the applicant may submit the paid invoice to the Office of Planning and Community Development to be reimbursed for the City's portion of the sign.
- The sign must be completed and installed within six months of the date of the City's commitment letter.
- The City cannot be held liable in labor or other disputes arising from work funded by this program.
- The Office of Planning and Community Development reserves the right to reject any and all sign grant applications.
- Grants are for new signage only. Fabrication or installation of any sign prior to receipt of written approval of the sign design from the Office of Planning and Community Development is grounds for denial of the sign grant application.
- The Office of Planning and Community Development staff can offer technical assistance and referrals to applicants. For more information, call 781-979-4190.

# City of Melrose Sign/Awning Resources

## Signmakers

Sardella Sign & Graphics  
68 North Avenue  
Wakefield, MA 01880  
781-245-1988

Gamit Signs  
24 Spencer Street  
Stoneham, MA 02180  
781-438-5280

Sachem Signworks  
124 Main Street  
Saugus, MA 01906  
781-941-8007  
[www.sachemsignworks.com](http://www.sachemsignworks.com)

SignArt  
60 Sharon Street  
Malden, MA 02148  
781-322-3785

Fast Signs of Waltham  
922 Main Street  
Waltham, MA 02451  
781-642-7446

Batten Bros. Sign  
893 Main Street  
Wakefield, MA 01880  
781-245-4800

Sign Edge  
21 Wilber Avenue  
Saugus, MA 01906  
781-558-5289  
[signedge@comcast.net](mailto:signedge@comcast.net)

Sign-A-Rama  
184 Broadway Route 1 N  
Suite 11  
Saugus, MA 01906  
781-941-2066

Fast Signs of Woburn  
400 W Cummings Park  
Suite 1975  
Woburn, MA 01801  
781-938-7700  
[www.fastsigns.com/214-woburn-ma](http://www.fastsigns.com/214-woburn-ma)

## Awnings

Atlantic Awning  
270 Franklin Street  
Melrose, MA 02176  
781-665-4040

William Blanchard Co., Inc.  
486 Main Street  
Wakefield, MA 01880  
781-245-8050

Sign-A-Rama  
184 Broadway Route 1 N  
Saugus, MA 01906  
781-941-2066

Sign Edge  
21 Wilber Avenue  
Saugus, MA 01906  
781-558-5289  
[signedge@comcast.net](mailto:signedge@comcast.net)

Fast Signs of Woburn  
400 W Cummings Park  
Suite 1975  
Woburn, MA 01801  
781-938-7700  
[www.fastsigns.com/214-woburn-ma](http://www.fastsigns.com/214-woburn-ma)

New England Awning and  
Canvas Co.  
53 Ocean Street  
Lynn, MA 01902  
781-595-3443

## Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

|   |   |  |
|---|---|--|
| Print or type<br>See Specific Instructions on page 2. | Name  |  |
|   | Business name, if different from above  |  |
|   | Check appropriate box: <input type="checkbox"/> Individual/<br>Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ ..... | <input type="checkbox"/> Exempt from backup<br>withholding |
|   | Address (number, street, and apt. or suite no.)   | Requester's name and address (optional)                    |
|   | City, state, and ZIP code   |  |
| List account number(s) here (optional)                |   |  |

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN).  
**However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

**Note:** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

|                                |   |  |   |  |   |  |  |  |
|--------------------------------|---|--|---|--|---|--|--|--|
| Social security number         |   |  |   |  |   |  |  |  |
|                                |   |  | + |  | + |  |  |  |
| or                             |   |  |   |  |   |  |  |  |
| Employer identification number |   |  |   |  |   |  |  |  |
|                                | + |  |   |  |   |  |  |  |

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign  
Here

Signature of  
U.S. person ▶

Date ▶

### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Foreign person.** If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Entities).

### Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.