



Citizens

SIGN SUBMITTAL PACKAGE

Arlington Heights



GENERAL NOTES & PERMIT TIMES		TABLE OF CONTENTS				VARIANCE	
PAGE	SIGN TYPE	SQ.FT.	COLOR	REQUIRED?	EXPLANATION (IF REQ.)		
2	Site map						
Massachusetts Avenue							
3	S1 - ICLL-2-18 - Illum. White channel letters	15.09	White	No			
4	S3 - ALB-1 - Green awning with light bar	-	Green	No			
11	S8 - Green window vinyl	-	Green	No			
7	S9 - DHR-2 - Door hours double doors	-	White	No			
7	S10 - DH-1 - Door handles	-	Green	No			
Total Sign Area Requested this Elevation		15.09					
Right Side (West) Entry Elevation							
5	S2 - ICLL-2-18 - Illum. White channel letters	15.09	White	Yes			
6	S4 - ALB-1 - Green awning with light bar	-	Green	No			
Total Sign Area Requested this Elevation		15.09					
ELECTRICAL ACCESS							
Left Side (East) Drive Thru							
8	S5 - ATM-DND-1 - ATM w night drop w daisy, edge illum.	-	Green	No			
8	S6 - ATM-NGP-1 - ATM network panel	-	Gray	No			
	S7 - Removed from scope	10.5	Green	Yes			
Total Sign Area Requested this Elevation		10.5					
Freestanding Signage							
11	S11 - D/F Pylon Sign Reface						
12	Code Check						
Total Sign Area Allowable		40					
Total Sign Area Requested		40.68					
Difference		0.68					

It is recommend for Electrician to put all exterior signage on a single circuit with a timer or photo-cell to allow for signs to illuminate at night only.

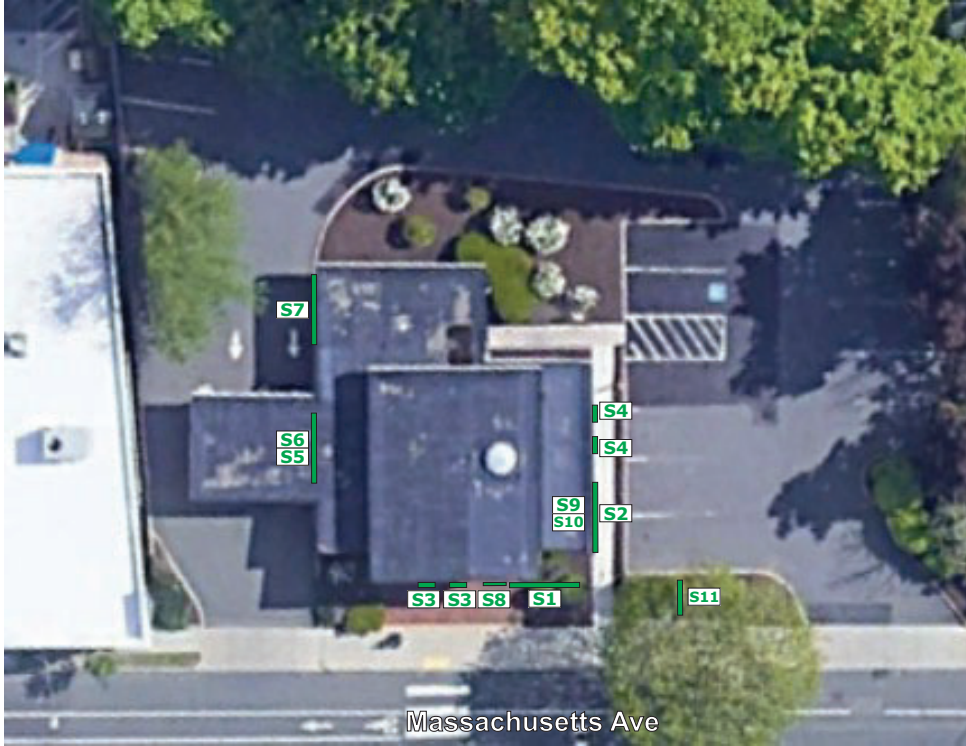
2655 International Pkwy., Virginia Beach, VA 23452
 PHONE: (757) 427-1900 - FAX: (757) 430-1297
 www.AGI.net

BRANCH NUMBER: R/C NUMBER:
REQUIRES VARIANCE: NO YES TBD
BRANCH NAME & ADDRESS:
 Citizens - Arlington Heights
 1420 Massachusetts Avenue
 Arlington, MA
DESIGNER: JER **DATE:** 1/12/2021 **REV. DATE:** 1/14/2021
PATH: O:\Citizens Bank\Site Folders\Arlington Heights

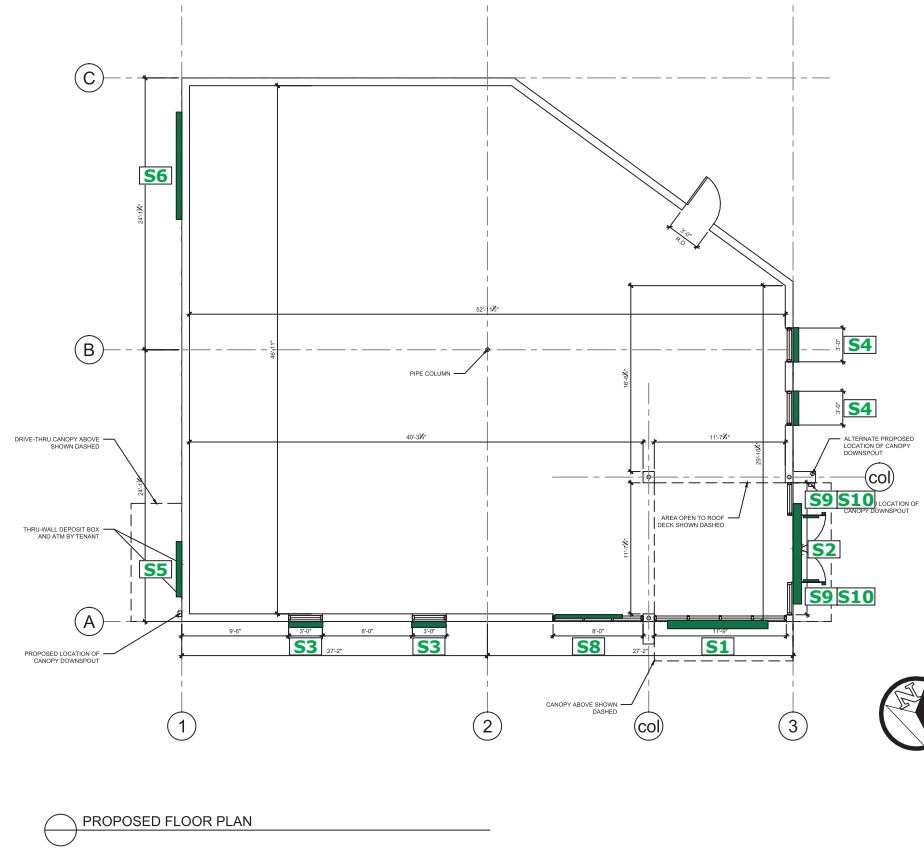
CONTACTS
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 Devin White
CITIZENS BANK PROJECT MANAGER:
CITIZENS BANK DESIGN MANAGER:

APPROVAL STAMP:

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Massachusetts Ave



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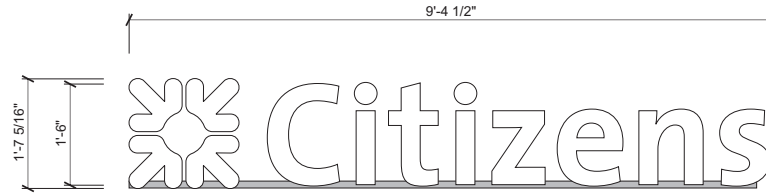
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SITE MAP

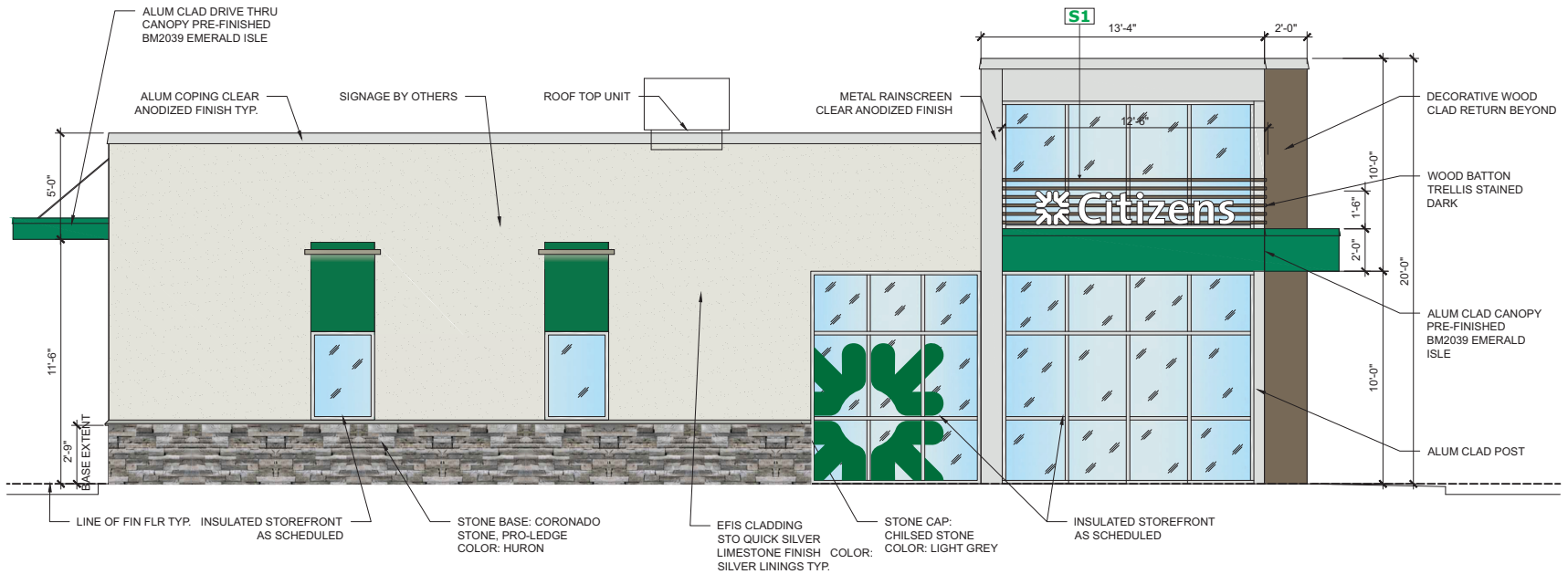
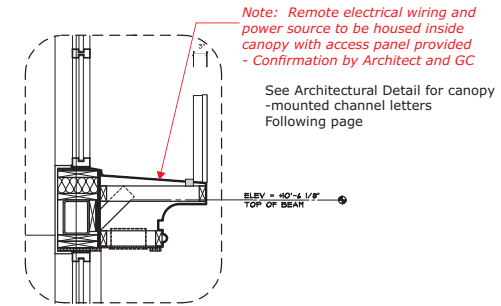
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S1 - ICLL-2-18- Channel Letters, White - illuminated, Horizontal 1'-7 5/16" OAH x 9'-4 1/2" OAW, 15.09 SF

Note: Electrical required 120v @ 3 amps required. Conduit run to sign, provided by GC.



ICLL-2-18



PROPOSED FRONT ELEVATION (MASSACHUSETTS AVE)

SCALE: 3/16"=1'-0"



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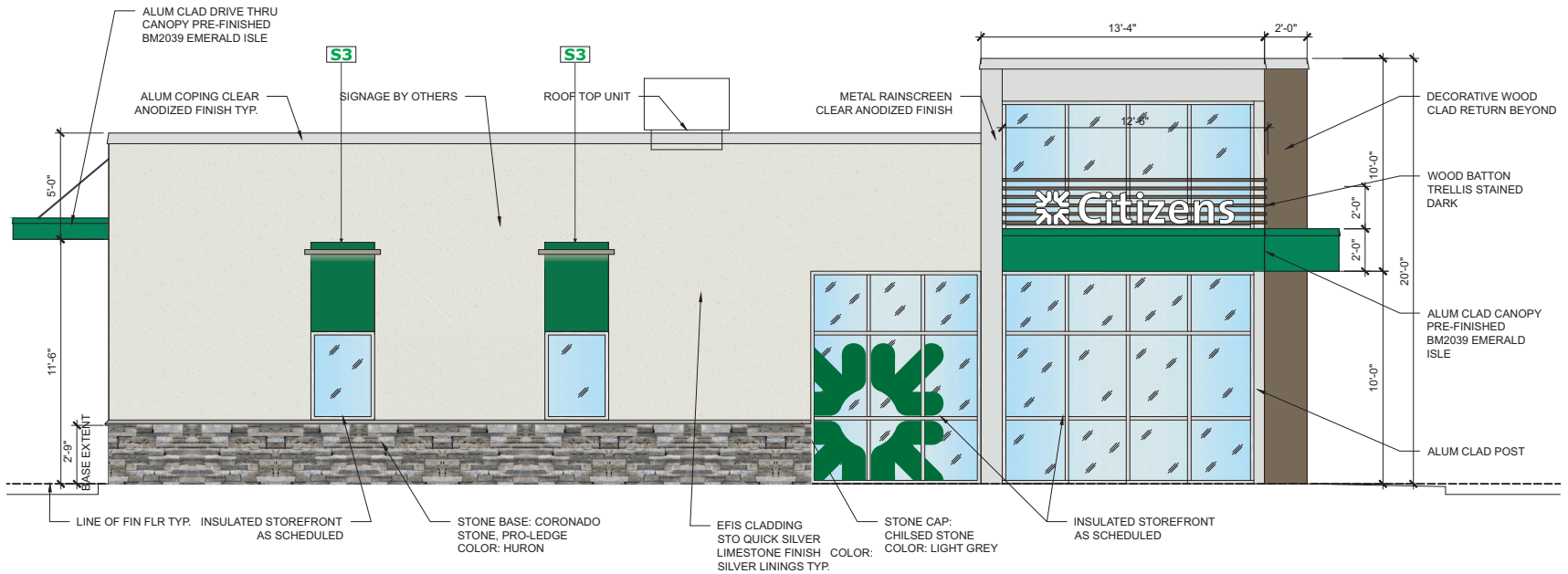
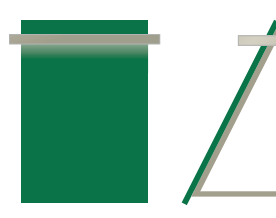
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S3 - ALB-1 - Green awning with light bar

Note: Dimensions (±4'-2"H x ±3'-0"W) to be verified

Note: Electrical required 120v @ 3 amps required.

Conduit stub out required for awning light bar by GC.



PROPOSED FRONT ELEVATION (MASSACHUSETTS AVE)

SCALE: 3/16"=1'-0"



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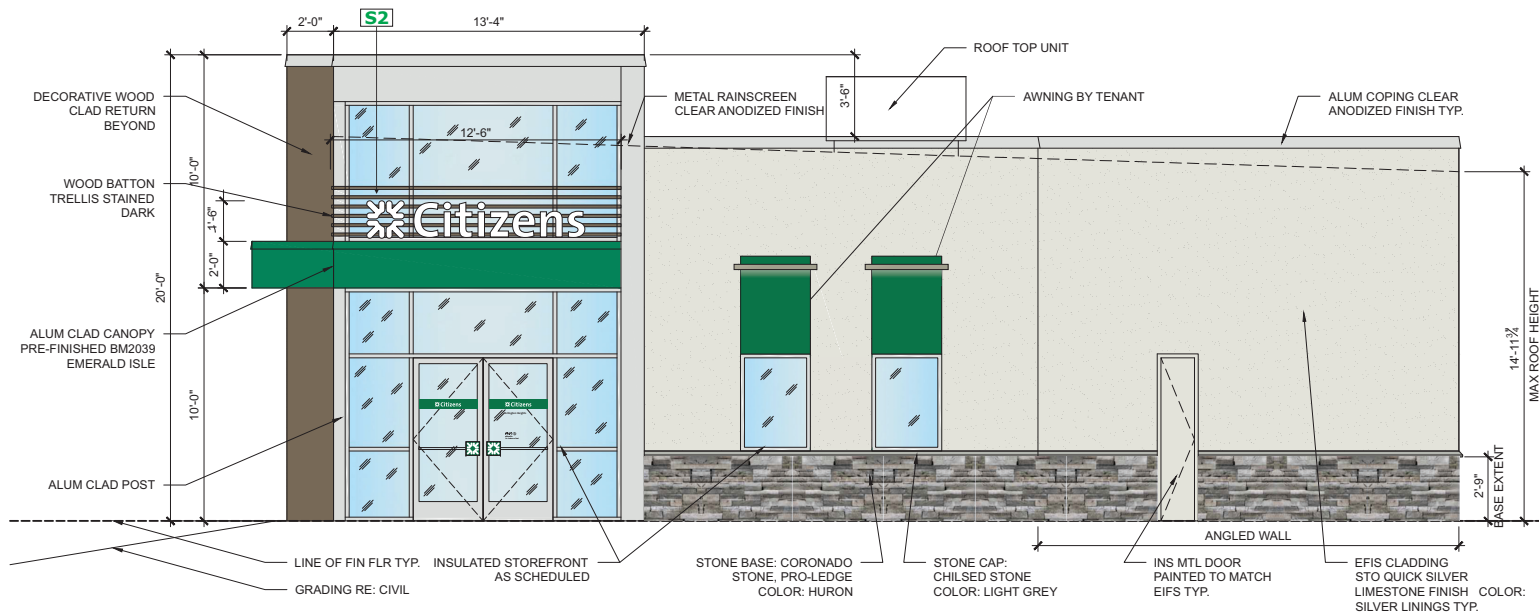
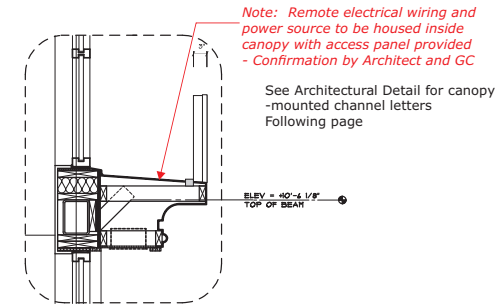
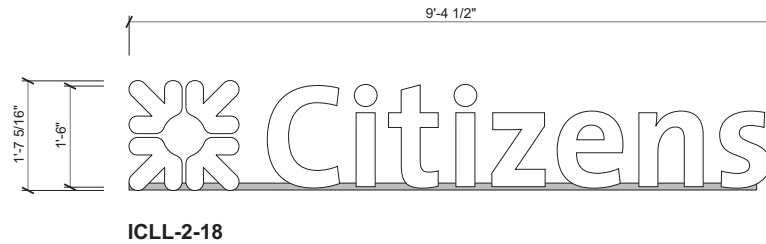
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S2 - ICLL-2-18- Channel Letters, White - illuminated, Horizontal 1'-7 5/16" OAH x 9'-4 1/2" OAW, 15.09 SF
 Note: Electrical required 120v @ 3 amps required. Conduit run to sign, provided by GC.



PROPOSED RIGHT SIDE ELEVATION (HIGHLAND AVE)
 SCALE: 3/16"=1'-0"



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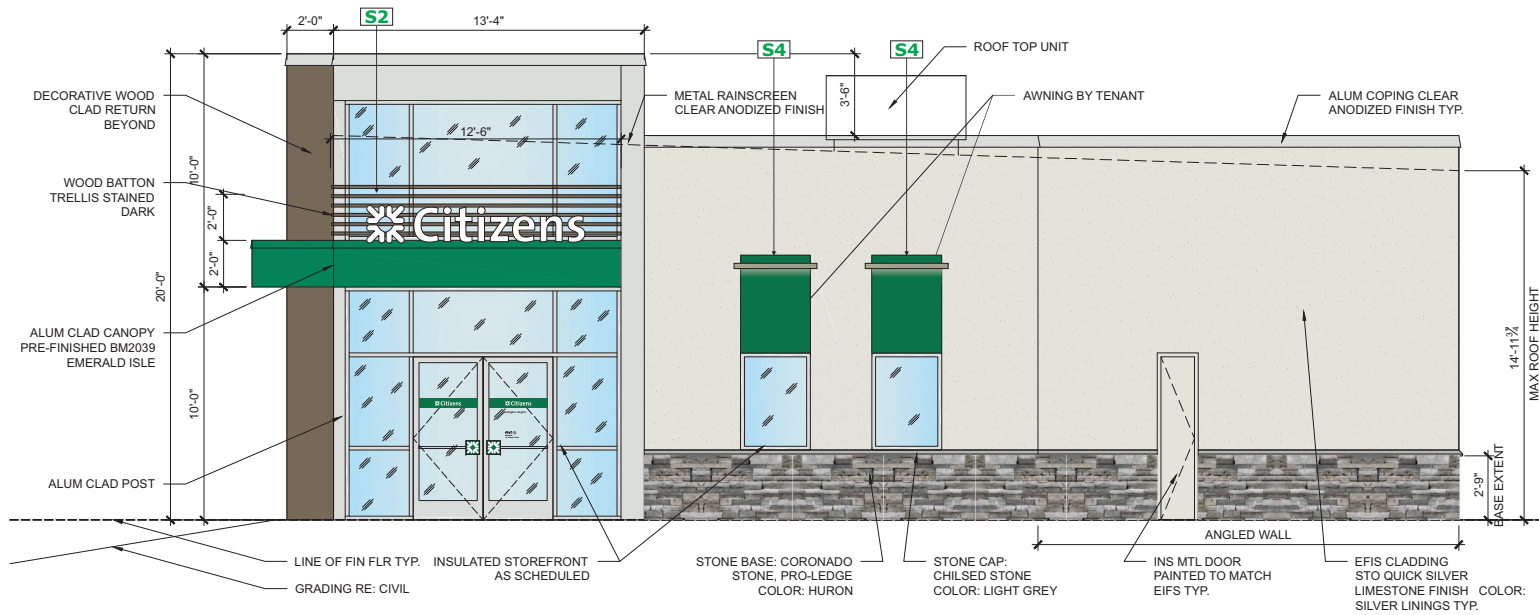
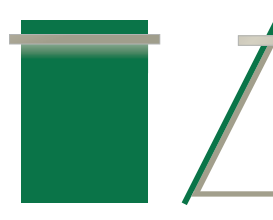
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S4 - ALB-1 - Green awning with light bar

Note: Dimensions (±4'-2"H x ±3'-0"W) to be verified

Note: Electrical required 120v @ 3 amps required.

Conduit stub out required for awning light bar by GC.



PROPOSED RIGHT SIDE ELEVATION (HIGHLAND AVE)
SCALE: 3/16"-1'-0"



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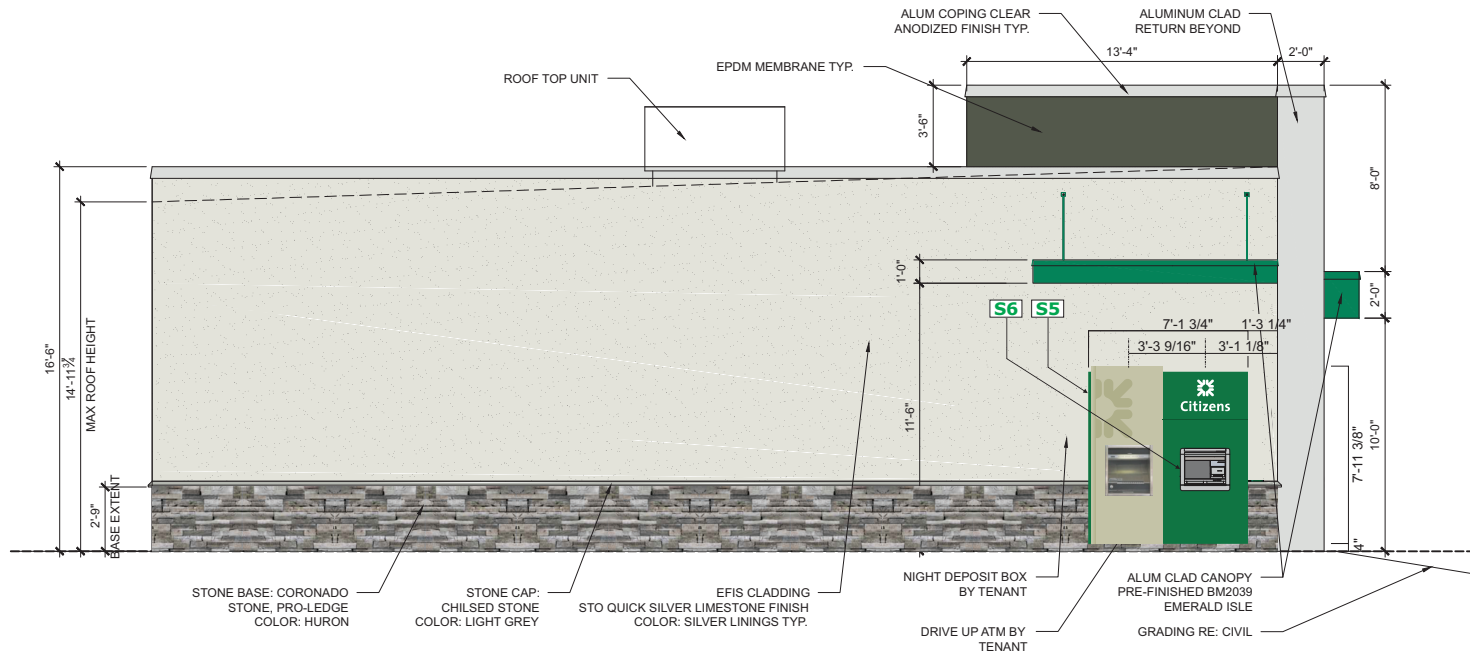
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S5 - ATM-DND-1 - ATM w night drop w daisy, edge illum.

S6 - ATM-NGP-1 - ATM network panel

Note: Dimensions and placement of ATM and Night Depository to be confirmed



PROPOSED LEFT SIDE ELEVATION (DRIVE-THRU)
SCALE: 3/16"=1'-0"



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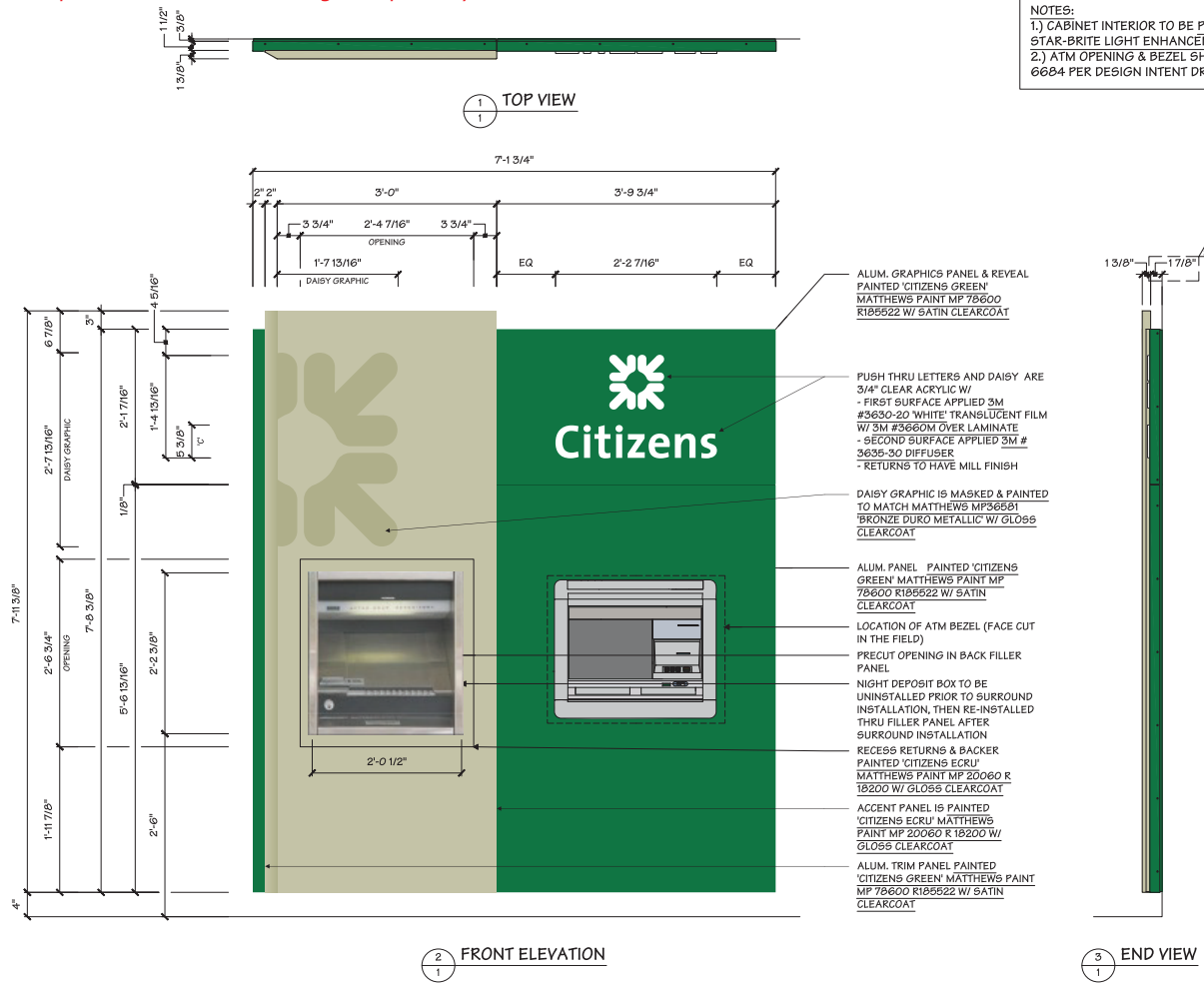
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S5 - ATM-DND-1 - ATM w night drop w daisy, edge illum.

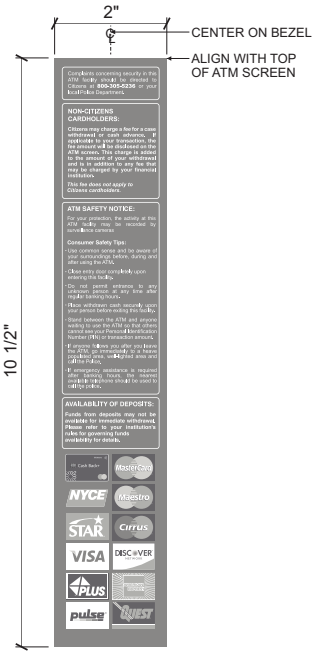
S6 - ATM-NGP-1 - ATM network panel

Note: Dimensions and placement of ATM and Night Depository to be confirmed

NOTES:
 1) CABINET INTERIOR TO BE PAINTED SPRAYLAC STAR-BRITE LIGHT ENHANCEMENT PAINT.
 2) ATM OPENING & BEZEL SHOWN ARE FOR NCR 6684 PER DESIGN INTENT DRAWINGS.



Note: Artwork for Post Birch NGP-1 to be verified by CFG



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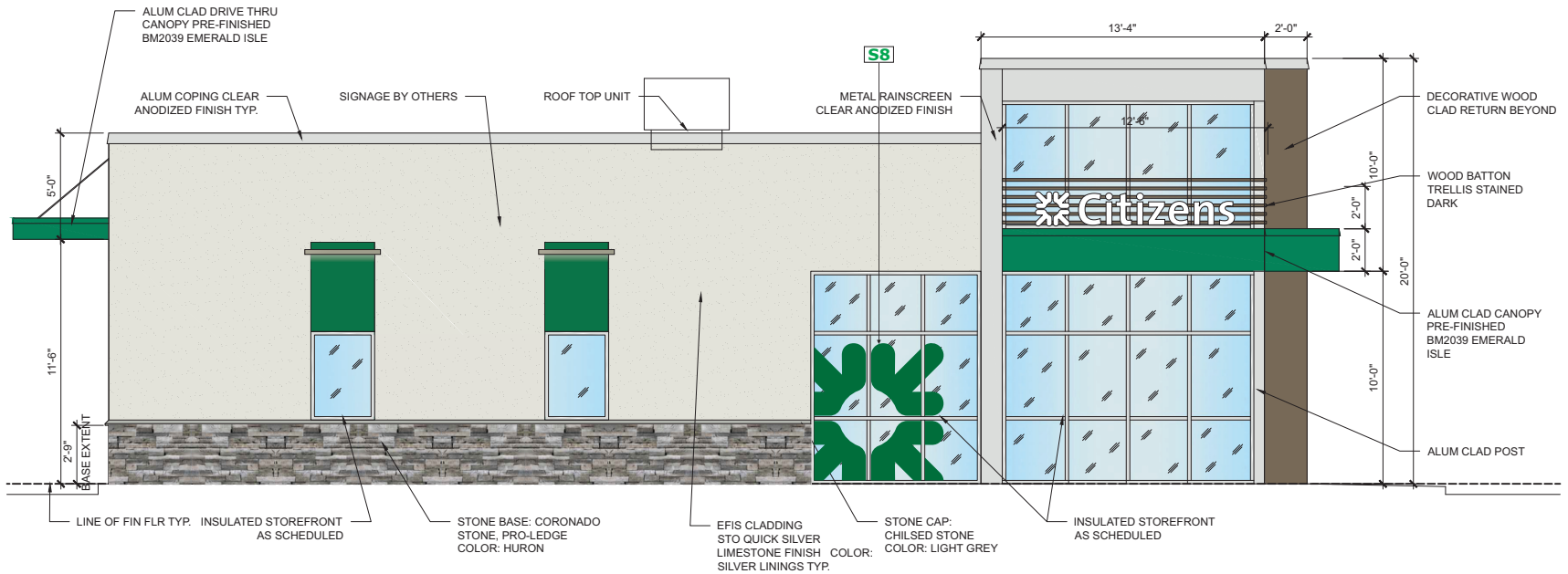
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S8 - Green window vinyl

Note: To be provided and installed by MZ



PROPOSED FRONT ELEVATION (MASSACHUSETTS AVE)

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S11 - Reface existing double-faced Pylon Sign
Note: Reface only, Dimensions to be determined



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PRE-PERMIT SIGN INFO		Property ID: ARLINGTON -001
A.) Project Name:	Citizens Bank	DATE COMPLETED 1/11/21
B.) Street Address:	1420 Massachusetts Avenue	
C.) Town / City / State / Zip:	Arlington, MA 02476	
D.) Contact for Permit/Zoning:	Jennifer Raitt	
E.) Contact Telephone:	781-316-3090	
F.) Jurisdiction: City/Town:	Town of Arlington	Address: 730 Mass Avenue Annex
or, County of:		City, ST Zip: Arlington, MA 02476

G.) Zoning Classification for property:	B4 Vehicular Oriented Business District.
H.) Is there a Master Sign Plan?	No MSP was found during research, there may be an MSP in place here, we strongly suggest checking with the
I.) Is a permit required?	Yes.
J.) What documents are required to file for the permit?	Application: https://www.arlingtonma.gov/home/showpublisheddocument?id=1952
K.) How long is the permit process?	3-5 weeks.
are there special reviews involved?	Not indicated during research, however the town reserves the right to request additional review(s) based on
overlay districts?	See above.
city and county review required?	See above.
design review board / ARB / DRB ?	See above.
community association review required?	See above.
L.) What are the fees for a sign permit?	https://www.arlingtonma.gov/departments/inspectional-services/applications-fees-forms/permit-fees
M.) Is engineering needed for wall signs?	May be required based on the scope of work, subject to plan review.
N.) Does engineering require a PE stamp?	See above.
O.) Is landlord approval required?	Yes.
P.) Legal Description Required for permit?	Yes.
Q.) Plat/Site Plan required for permit?	Yes.

ATTACHED SIGNS & WINDOW GRAPHICS	
1.) Formula for calculating wall sign square footage (Max. Sq. Footage - Primary & Secondary signs):	Wall signs: Maximum 40 sq. ft. per business.
2.) Sq.Ft allowance for bldg. sides/rear:	
The total sign area for signs on single-tenant or multi-tenant buildings may be placed on any building elevation, subject to the following standards:	
(1) At least 1 sign must be placed above or associated with the building entry;	
(2) The width of the sign shall be no greater than 60% of the width of the building element on which it is displayed;	
(3) Signs shall be placed at least 12 inches or 20% of the width of the building element on which they are mounted, whichever is less, from the sides of the building element;	
(4) Signs shall be placed at least 12 inches or 20% of the height of the building element on which they are mounted, whichever is less, from the top and bottom edge of the building element; and	
(5) Signs shall be placed no higher than the lowest of the following:	
a. 25 ft. above grade;	
b. The bottom of the sill of the first level of windows above the first story; or	
c. The cornice line of the building at the building line.	

3.) How is the sign area calculated?	
Signs on Background Panel: Sign copy mounted, affixed, or painted on a background panel or surface distinctively painted, textured, or constructed as a background for the sign copy, is measured as that area contained within the sum of the smallest rectangle(s) that will enclose both the sign copy and the background.	
Signs with Individual Letters: Sign copy mounted as individual letters or graphics against a wall, fascia, mansard, or parapet of a building or surface of another structure, that has not been painted, textured or otherwise altered to provide a distinctive background for the sign copy, is measured as a sum of the smallest rectangle(s) that will enclose each word and each graphic in the total sign.	
Signs on Illuminated Surfaces: Sign copy mounted, affixed, or painted on an illuminated surface or illuminated element of a building or structure, is measured as the entire illuminated surface or illuminated element, which contains sign copy. Such elements may include lit canopy fascia signs, and/or interior lit awnings.	
Irregular Shaped Signs: Sign area for irregular shaped signs is determined by dividing the sign into squares, rectangles, triangles, circles, arcs, or other shapes the area of which is easily calculated.	
Two face signs: If the interior angle between the two sign faces is 45 degrees or less and the sign faces are less than 42 inches apart, the sign area is determined by the measurement of one sign face only. If the angle between the two sign faces is greater than 45 degrees, the sign area is the sum of the areas of the two sign faces.	
4.) Total # Wall Signs allowed per building elevation:	Wall signs: Maximum 1 per frontage.
5.) What is the max letter/character height allowed?	Signs shall be placed no higher than the lowest of the following:
6.) Does the ordinance restrict color, design or illumination?	Illumination: Non-Illuminated, internally illuminated, or externally illuminated. See
7.) Does window vinyl need to be permitted, if so how much is allowed?	Combined area of permanent and temporary window signs must not exceed
8.) Is the entire graphic calculated or just the company logo and name?	Entire graphic area.

FREESTANDING SIGNS	
1.) Formula for calculating freestanding sign sq. footage (Max Sq Footage- Primary & Secondary signs):	Monument signs: Maximum 24 sq. ft. The name of a property is included in the area and height limits for freestanding signs.
2.) # F/S Signs allowed:	Monument signs: Maximum 1 per frontage. Internal illumination allowed: Monument signs: Non-Illuminated or
3.) Height Maximum:	Monument signs: Maximum 8 feet to the Clearance from grade to sign: Must be monument signs.
4.) Set-back of sign from right-of-way or property line:	Monument signs: Minimum 5 feet setback from property line.
Signs may not be placed on property at any corner formed by intersecting streets, within the triangular area formed between the property lines and a diagonal line joining points on the property lines 25 feet from the point of their intersection, or in the case of rounded property line corners, the triangular area between the tangents to the curve at such corner and a diagonal line joining points on the tangents 25 feet from the point of their intersection.	

DIRECTIONAL SIGNS	
5.) Number Allowed:	Wall sign directional/driveway: Max 3 per lot. Maximum Square Footage: Wall sign directional/driveway: Max. 3 sq. ft. per
6.) Illumination Allowed?	Wall sign directional/driveway: Non-Illuminated Maximum Height: Wall sign directional/driveway: Mounting height-
7.) Permit Required?:	Wall sign directional/driveway: Sign permit Customer Logo Allowed: Not stipulated by code, subject to plan review.



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TEMPORARY BANNERS

1.) What temporary sign types are allowed? Allowed Sign Types: A-Frame or Upright Signs; Yard Sign Type I, II, and III; Wall Banners; and Window

2.) What is the max sign size area? Max. 24 sq. ft. per business; excludes the area of temporary wall banner signs and window signs.

3.) How is the sign area calculated?
Signs on Background Panel: Sign copy mounted, affixed, or painted on a background panel or surface distinctively painted, textured, or constructed as a background for the sign copy, is measured as that area contained within the sum of the smallest rectangle(s) that will enclose both the sign copy and the background.
Signs with Individual Letters: Sign copy mounted as individual letters or graphics against a wall, fascia, mansard, or parapet of a building or surface of another structure, that has not been painted, textured or otherwise altered to provide a distinctive background for the sign copy, is measured as a sum of the smallest rectangle(s) that will enclose each word and each graphic in the total sign.
Signs on Illuminated Surfaces: Sign copy mounted, affixed, or painted on an illuminated surface or illuminated element of a building or structure, is measured as the entire illuminated surface or illuminated element, which contains sign copy. Such elements may include lit canopy fascia signs, and/or interior lit awnings.
Irregular Shaped Signs: Sign area for irregular shaped signs is determined by dividing the sign into squares, rectangles, triangles, circles, arcs, or other shapes the area of which is easily calculated.
Two face signs: If the interior angle between the two sign faces is 45 degrees or less and the sign faces are less than 42 inches apart, the sign area is determined by the measurement of one sign face only. If the angle between the two sign faces is greater than 45 degrees, the sign area is the sum of the areas of the two sign faces.

4.) Are logos factored into sign area? Yes.

5.) How many signs per elevation? Number of Signs: Unlimited, except that the total sign area must not exceed 24 sq. ft. per business.

6.) How long can signs be up? A temporary sign permit for a wall banner is valid for 60 days beginning with the date of issuance.

7.) Does the ordinance restrict color, design or illumination?
A temporary sign permit is required for the display of temporary wall banner signs. Portable and temporary signs are not counted toward the total allowable sign area or number of permanent signs. Sign placement must not create a hazard for pedestrian or vehicular traffic and must allow for a 4-foot wide sidewalk to comply with the Americans with Disabilities Act.
Signs must be of sufficient weight and durability to withstand wind gusts, storms, etc., for the safety of pedestrians, bicyclists, and vehicles.
Prohibited Elements: Illumination, including flashing, blinking, or rotating lights; animation; reflective materials; and attachments, including balloons, ribbons, loudspeakers, etc.
Temporary wall banner: Signs must be mounted on a building wall or on T-posts or stakes installed 6 inches or less from the wall.

VARIANCE INFORMATION

1.) Variance cost? \$400.00 and up.

2.) Variance time frame? 2-5 months.

3.) Variance document deadline? One month prior to meeting.

4.) Variance meeting dates? <https://www.arlingtonma.gov/town-governance/boards-and-committees/zoning-board-of-appeals/zba->

5.) Variance documents required? <https://www.arlingtonma.gov/home/showpublisheddocument?id=24805>

6.) How many sets? 7 sets.

7.) Likelihood of variance approval? 35%

DOCUMENTS REQUIRED FOR PERMITS

Scaled Plot plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Building elevations	<input checked="" type="checkbox"/> Elevation Drawings	Electrical Permit	<input checked="" type="checkbox"/>
Installation drawings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Legal description	<input type="checkbox"/> Sealed engineering drawings	Notice of Commencement	<input type="checkbox"/>
Sign drawings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Photo of existing	<input checked="" type="checkbox"/> Property Manager's Approval		

Sign Code: <https://www.arlingtonma.gov/home/showpublisheddocument?id=43413>

Note: If the Building Inspector determines that a separate electrical or structural permit is required, the applicant shall be notified. The sign permit shall not be issued until all other required permits have been obtained.

Prohibited signs: 1. Bandit signs,
 2. Cabinet signs, and
 3. Electronic message centers or electronic displays.

Signs with the following display features are prohibited:
 1. Animated features which rotate, move, or give the appearance of moving by mechanical, wind, or other means.
 2. Lighting devices with intermittent, flashing, rotating, blinking or strobe light illumination, animation, motion picture, or laser or motion picture projection, or any lighting effect creating the illusion of motion, as well as laser or hologram lights.
 3. Internally illuminated signs with a directly exposed light source, except for neon incorporated into the design of a permanent window sign.
 4. Surfaces that reflect light by means of a glossy, polished, or mirrored surface.

Numerals and letters up to 2 square feet in area used to identify an address are not included in the determination of sign area.

All allowed permanent signs may be non-illuminated, illuminated by internal light fixtures, halo illuminated, or illuminated by external indirect illumination, unless otherwise specified. All temporary signs must be nonilluminated.
 1. No sign shall be illuminated between 12:00 AM and 6:00 AM, except signs identifying emergency services such as police and ambulance stations or hospitals and signs on premises open for business during that time.
 2. Internally Illuminated Signs:
 a. Internally illuminated signs include signs constructed with pan channel letters, preferably without raceways, or internal/indirect halo illuminated channel letters on an unlit or otherwise indistinguishable background on a freestanding sign or building wall.
 b. Single-color LED signs are considered internally illuminated signs.
 3. Externally Illuminated Signs. Externally illuminated signs must be illuminated only with steady, stationary, fully-shielded light sources directed solely onto the sign without causing glare. The light source for externally illuminated signs must be arranged and shielded to substantially confine all direct light rays to the sign face and away from streets and adjacent properties.
 4. Direct illumination is limited to marquee signs; see Section 6.2.5(C)(6) and is limited to the illumination of letters, numbers, symbols and accents on the marquee sign. Exposed lamps may only be animated to create an effect of patterned illusionary movement provided the alternate or sequential activation of the illuminated elements occurs on a cycle that exceeds two seconds.

Neon or single-color LED signs placed in a window count toward the aggregate area for all window signs and must not exceed 25 percent of the area of the window. Any individual neon or single-color LED sign must not exceed four square feet in area. Other uses of neon are prohibited.

Structure and Installation: (1) Any angle iron, bracing, guy wires, or similar features used to support a sign must not be visible to the extent technically feasible.
 (2) Where electrical service is provided to freestanding signs or building mounted signs, the service must be placed underground and concealed. Electrical service to building mounted signs, including conduit, housings, and wire, must be concealed or, when necessary, painted to match the surface of the structure upon which they are mounted. A building permit shall be issued prior to installation of any new signs requiring electrical service.
 (3) Raceway cabinets shall only be used in building mounted signs when access to the wall behind the sign is not feasible, shall not extend in width and height beyond the area of the sign, and shall match the color of the building to which it is attached. Where a raceway cabinet provides a contrast background to sign copy, the colored area is counted in the total allowable sign area allowed for the site or business. A raceway cabinet is not a cabinet sign.
 (4) All permanent signs allowed by this Section must be constructed of durable materials capable of withstanding continuous exposure to the elements and the conditions of a built-up environment and must be permanently attached to the ground, a building or another structure by direct attachment to a rigid wall, frame, or structure.

Monument signs: Landscaping- A landscaped area consisting of shrubs, and/or perennial ground cover plants with a max. spacing of 3 ft. on center is required around the base of the signs. The landscape area must be a min. of 2 sq. ft. for each 1 sq. ft. of sign area.



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 www.AGI.net

BRANCH NUMBER: _____ **R/C NUMBER:** _____

REQUIRES VARIANCE: NO YES TBD

BRANCH NAME & ADDRESS:
 Citizens - Arlington Heights
 1420 Massachusetts Avenue
 Arlington, MA

DESIGNER: JER **DATE:** 1/12/2021 **REV. DATE:** 1/14/2021

PATH: O:\Citizens Bank\Site Folders\Arlington Heights

CONTACTS

PROJECT MANAGER:
 Devin White
CITIZENS BANK PROJECT MANAGER:

CITIZENS BANK DESIGN MANAGER:

APPROVAL STAMP:

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