



CITY OF BOSTON  
PUBLIC IMPROVEMENT COMMISSION

PUBLIC WORKS DEPARTMENT  
CITY HALL ROOM 714

Boston, Massachusetts 02201

Telephone: (617) 635-4961  
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Email: PIC@cityofboston.gov

JOANNE P. MASSARO  
Chairperson

Commission Members:  
Transportation Department  
Property Management  
Inspectional Services  
Water & Sewer Commission

AMY S. CORDING  
Chief Engineer

TODD M. LIMING  
Acting Executive Secretary

**PROJECTION LICENSE CHECKLIST**  
**Marquee, Canopy, Awning**

- 1. Prepare plans
- 2. Submit plans to public agencies
- 3. Submit plans to private utility companies
- 4. Begin drafting LMI
- 5. Provide full submission package to the PIC
  - \_ Plans
  - \_ Petition
  - \_ Public agency responses
    - o Boston Transportation Department
    - o Inspectional Services Department
    - o Boston Water & Sewer Commission
    - o PWD – Street Lighting Division
    - o Commission for Persons with Disabilities
    - o Boston Parks & Recreation Department
    - o Boston Redevelopment Authority
    - o Boston Landmarks Commission (if applicable)
    - o Architectural District Commission (if applicable)
  - \_ Utility company delivery receipts
  - \_ Manager's Certificate or Certificate of Authority
- 6. Appear at PIC Hearing under "New Business"
- 7. Revise/amend project as directed by Commission
- 8. Appear at PIC Hearing under "Public Hearing"
- 9. Supply PIC with Mylar copy of plans
- 10. Permits and Construction



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**PROJECTION LICENSE PROCEDURE**  
**Marquee, Canopy, Awning**

The following steps should be taken, generally in the noted sequential order, to petition the Public Improvement Commission to License a permanent Marquee, Canopy, or Awning that projects over the public right-of-way. Once the articles listed in Step 5 have been submitted to the satisfaction of the Chief Engineer, you will be placed on the next available PIC Hearing agenda under "New Business".

1. Prepare plans to conform to the following criteria:
  - Full-sized 24"x36" in the landscape orientation
  - Stamped and signed by a MA-registered civil engineer, land surveyor, and/or architect
  - PIC's title block in the lower right-hand corner (an example is enclosed)
  - Additional signature lines reading:
    - PIC Design Review
    - PIC Chief Engineer
    - Approved, Commissioner of Public Works
  - Dimension the proposed projection(s) as necessary, incorporating the following requirements:
    - Height above the sidewalk (minimum is 10 feet)
    - Length and width (projection shall not extend from the façade of the building more than two-thirds of the total width of the sidewalk)
    - Horizontal clearance to any and all vertical obstructions within 10 feet (e.g. utility poles, trees, hydrants, signs, etc.)
  - Visual representations of the proposed projection(s) (e.g. photographs, renderings, manufacturer's detail, etc.)
  - Note and/or detail showing that the proposed projection(s) is heat-traced and internally drained



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2. Submit to the following public agencies plans and background information relating to the project. A written response indicating approval will be required from every listed public Agency. See the enclosed "Public Agency Contacts" for contact information.
  - Boston Transportation Department (BTD)
  - Inspectional Services Department (ISD)
  - Boston Water & Sewer Commission (BWSC)
  - PWD – Street Lighting Division
  - Commission for Persons with Disabilities
  - Boston Parks & Recreation Department
  - Boston Redevelopment Authority
  - Boston Landmarks Commission (if applicable)
  - Architectural District Commission (if applicable)
3. Submit via certified mail plans to the private utility companies listed on the enclosed "Utility Contacts" document. A written response will not be required from these companies; however, their comments shall be addressed to the satisfaction of the Commission.
4. Consult with the Public Works Department, Permitting Division (to obtain a license fee assessment) and PIC's Legal Counsel to cooperatively begin drafting the License, Maintenance, and Indemnification (LMI) agreement.
5. Provide full submission to the PIC for review. This submission shall include three full-sized sets of the prepared plans along with an Engineering Report. The report shall include the following:
  - Petition signed by the interested party
  - Letters of support/approval from every public agency noted in Step 2
  - Proof of delivery (delivery receipt) from every utility company noted in Step 3 (also include all responses that may have been provided)
  - Manager's Certificate (for a licensed LLC) or Certificate of Authority (for all other business structures) verifying that the individual(s) signing the petition have the authority to make the decisions associated with the subject PIC action
6. Once PIC Staff is satisfied with the submission the project will be placed on the next available PIC Hearing agenda under "New Business". The petitioner and any other supporting parties (e.g. co-petitioners, contracted engineers, legal counsel, public agencies, etc.) should be prepared to present the project to the Commission and



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field any questions or comments that may arise. A date for a Public Hearing will be declared.

7. Revisions and/or plan amendments may be requested by the Commission at the "New Business" Hearing. These should be addressed prior to the Public Hearing as scheduled in Step 6.
8. Return to the PIC Hearing under "Public Hearing". The petitioner and any other supporting parties should be prepared to provide evidence of the steps taken to satisfy the comments made by the Commission at the New Business Hearing. If the Commission is satisfied a motion to approve the petition will be voted on. If any issues are outstanding a motion to deny or continue the petition will be voted on. If the petition is continued a date for the Continuation of the Public Hearing will be declared and the process reverts to Step 7.
9. After obtaining an approving vote from the Commission, provide to PIC staff one copy of the final plans on Mylar to be kept on file at City Hall.
10. Upon receipt of the Mylar plans, the necessary permits may be granted and installation may commence.