

# APPENDIX B

## **Signage Procedures: Summary and Evaluation of Applications and Town Board Actions**

**Update to the Town of Dedham Sign Code**  
Harriman  
Steve Cecil Planning and Design

June 4, 2020

## Dedham Signage Code Planning Study

### Applications and Town Board Actions: Summary and Evaluation

#### Introduction

Understanding and evaluating the signage permitting process is part of the planning study of Dedham's Signage Code (Section 237). This is a summary of the typical steps associated with a signage application and how it is processed, from the time that an applicant assesses the need to have a sign, until the application either moves to a permit, or is deemed unacceptable by the Town.

#### Information: Determining the Need for a Permit

Prior to making a decision regarding the need for a permit, someone seeking to add or alter a sign must determine whether this would require a permit and understand what the process would entail. There are multiple potential sources of information available as noted below. However, a comprehensive overview of the steps and processes involved is not currently available from the Town which indicates the relationship of the various boards, staff roles, application forms, review periods, fees and the like.

#### Information from Town Staff

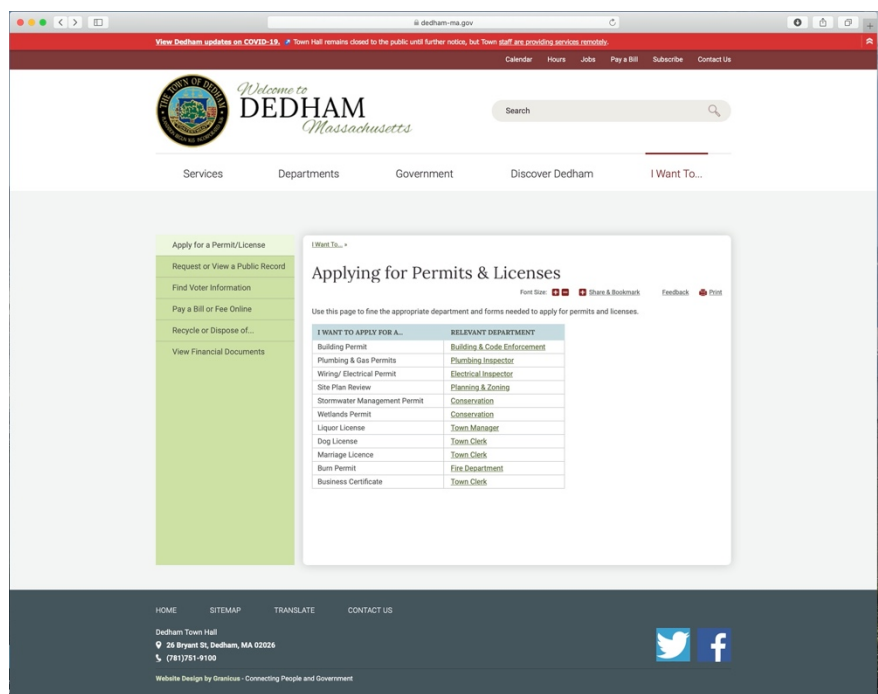
Information and applicable forms are available through inquiries to Town Hall, which would direct inquiries to either Building Department or Planning & Zoning Department staff who are familiar with the process.

#### Town Website Search

In response to a query about Dedham Sign Permit, the Town website features several routes with information about Sign Permits. One access page is for "Applying for Permits & Licenses" at <https://www.dedham-ma.gov/i-want-to/apply-for-a-permit-license>. The listing on that page does not include a Sign Permit.

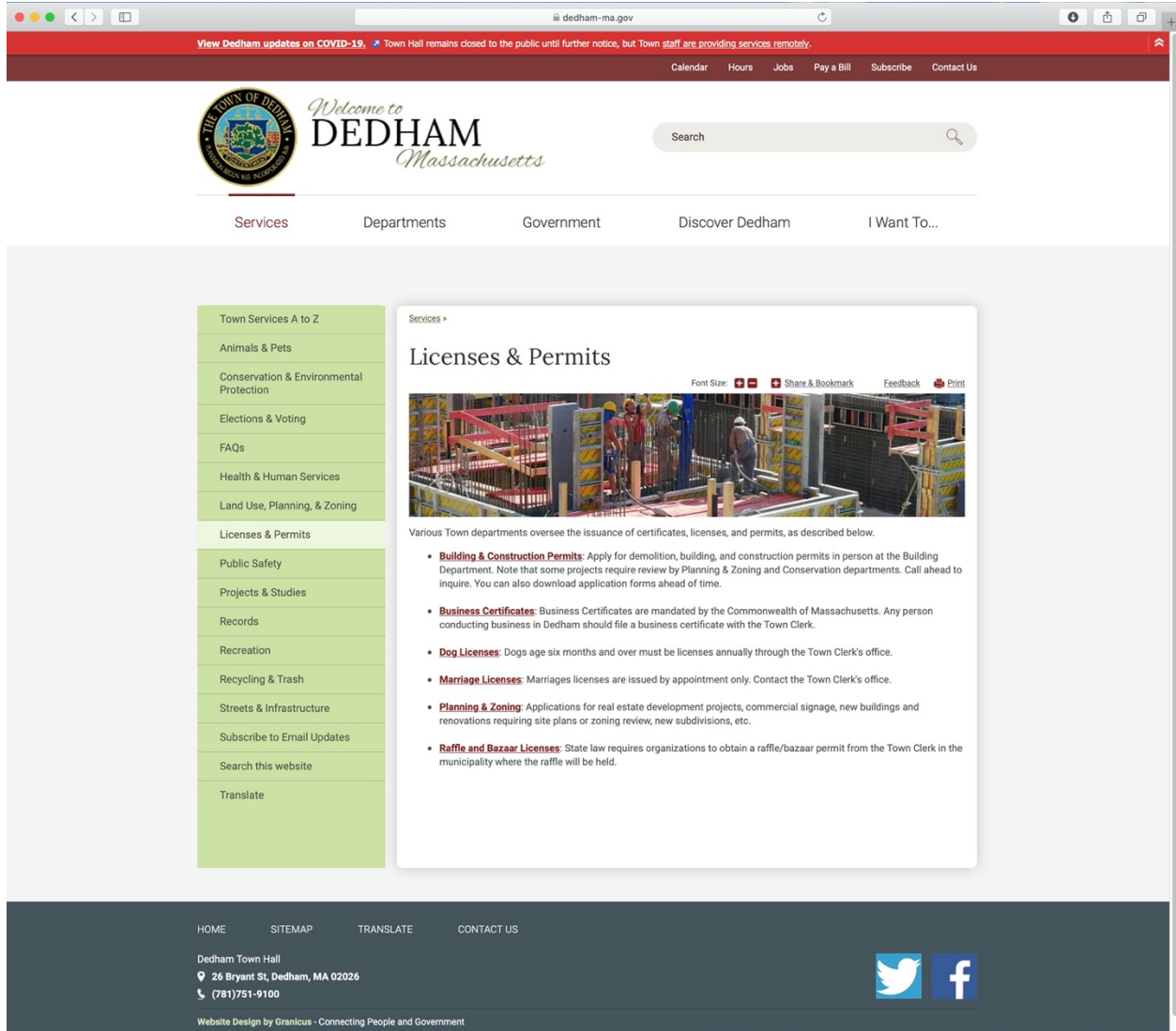
However, if a site visitor clicks the panel for information on Building Permits, the next page lists the responsibilities of the building inspectors to enforce the Sign Code, and offers a list of application forms including a Sign Permit Application. It

provides contact information for the inspectors, who if contacted will provide initial information about the applicability of the Code and the process for obtaining a permit, if one is required.

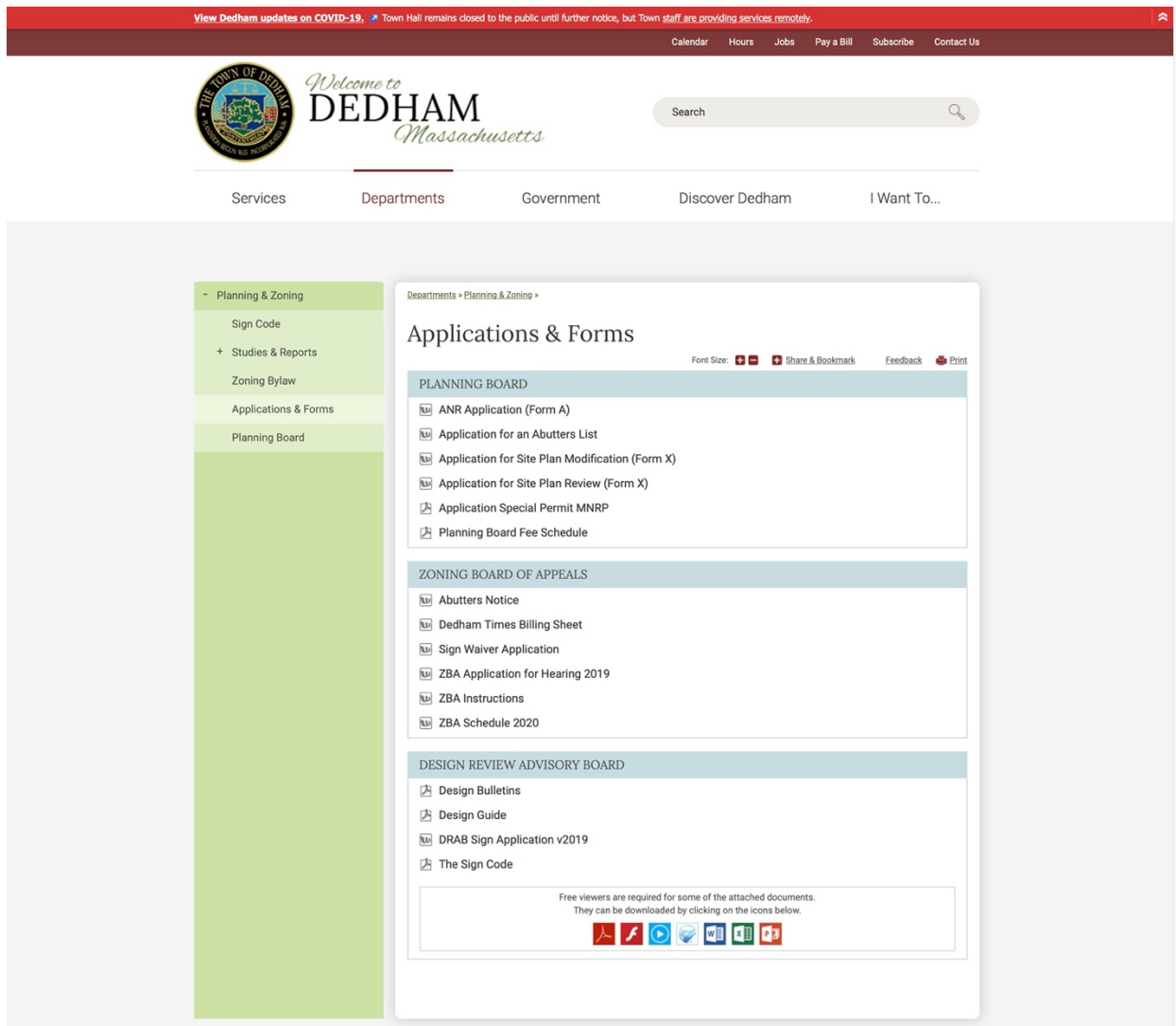


The application form is then available among an array of document choices.

A second access page is under the title "Licenses & Permits" at <https://www.dedham-ma.gov/services/licenses-permits>. It does not separately list Sign Permits, but indicates that commercial signage applications are accessed through a link to "Planning and Zoning". We note a categorical inconsistency on this web page - all other links are categories of licenses, but the Planning & Zoning category is more general. We also note that the term "commercial signage" under this subheading does not appear in the Sign Code, and could be misunderstood to suggest that only businesses are required to have a sign permit. Non-profit institutions, for example, may also be required to have a permit under the Sign Code.



Following the link to the Planning & Zoning Applications and Forms, the next level offers a document for a Sign Waiver Application to the Zoning Board of Appeals, a DRAB Sign Application, and the Sign Code, and the Design Guide, which provides guidance for both applicants and for the DRAB review process. This page does not, however, have an application for a Sign Permit.



## Sign Code

The Sign Code has a fairly complete description of the process for determining whether a sign permit is required and the routes for gaining a permit.

The process is included in the attached excerpt from the Sign Code.

## Application Forms

The application forms for a Sign Permit, DRAB Signage review, and ZBA Waiver are attached. Neither form provides information regarding the circumstances where two or more forms would be needed, or even the existence of the other forms and processes.

Sign Permit Application Form

- Information required - The information required on the form is clear. However, there is no information on its procedural role in gaining a permit, or regarding any attachments required. It requests whether a ZBA decision is part of the application.

#### DRAB Application Form

- Information required - The DRAB form requests information that is necessary to determine the specific regulations that would apply.
- Incomplete categorization of Building Type - The boxes under Building Type are incomplete and its purpose is not clear. For example, one box lists the incomplete item "1-3 story commercial w/". The term "Building Type" does not appear in the Sign Code. The purpose behind this categorization relative to the review process is not clear.
- Lack of reference to a Sign Permit being required and duplicate reference to wiring permit - Although the form notes twice in the same place that illuminated signs require a wiring permit, the form does not indicate that a Sign Permit is required for any sign reviewed by DRAB.
- No reference to the ZBA Waiver process - The form does include a checkbox regarding the conformance or non-conformance with the Sign Code, but does not indicate the consequences of proceeding with a non-compliant application for Design Review.
- Procedural information provided - The form contains helpful information about schedules, deadlines, submittal methods and fees.
- Hard copies and digital copies required - Five hard copies of the application, support material and a .pdf digital file are required.

#### ZBA Sign Waiver Application Form

- Recommendation for coordination with the Building Department - the form has a helpful and strong recommendation that applicants consult with the Building Department in advance of submittal.
- Submittals required - The form requires 7 hard copies of a list of items
- Information required - The form requests information that is necessary to determine the specific regulations that would represent a variance.
- Basis of request - The form includes check boxes for five categories regarding the purpose of the request. A waiver is one of these. But the boxes include other categories that would not seem appropriate for this form and not applicable (variance, special permit, extension, or other).
- Lack of reference to other applications and processes - There is no reference on this form to either the Sign Permit application or the DRAB Design review application and its relationship to the ZBA review.
- Clear but incomplete procedural description - The form includes a very clear description of the application process, but it does not indicate the need for a DRAB review and recommendation, which must be sought by the applicant and considered by the ZBA.

### Sign Permit Fees

A separate link can be found with a web search to permit fees, which lists a range of \$15 to \$1,000. It notes that the fee is \$75 minimum per sign. It does not explain how the specific fees are determined, and does not explain how a \$15 fee would be assigned, since the minimum fee for a sign is \$75.

### Doing Business in Dedham

The Town's brochure, "Doing Business in Dedham" indicates that new wall signs or awnings will require a Sign Permit, as well as a DRAB review. However, other information including the contacts listed are not up to date. The reference to this helpful guide appears on the Town website and is featured on the Economic Development page, and it is listed as available at the Building, Planning and Economic Development Department. It is not a choice under the Town's web page tab of "I Want To..."

### Other Sources of Information

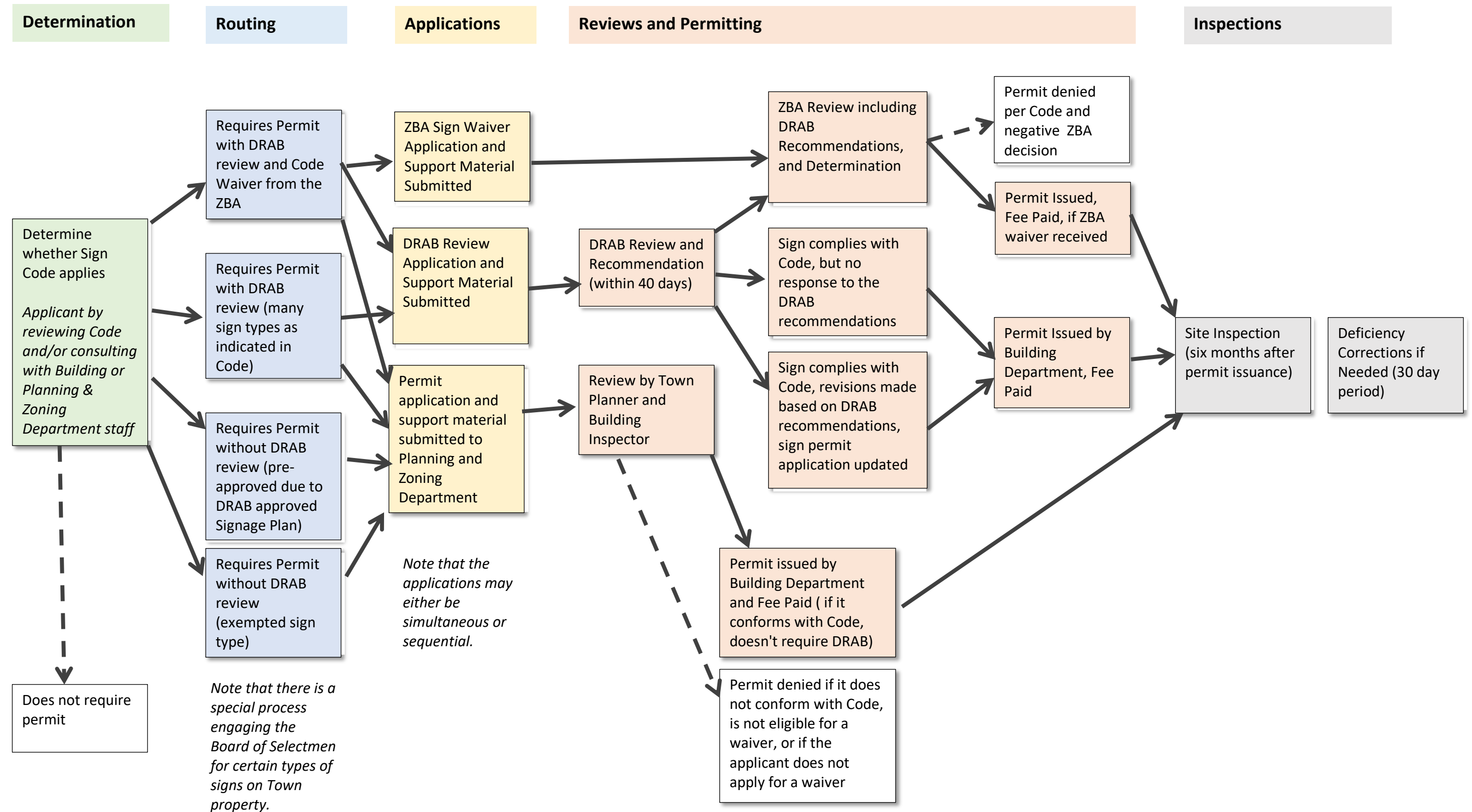
- Sign vendor or contractor - Sign fabricators and building contractors are typically aware of the need for permits for commercial signs, and may inform a client based on their experience.
- Local organizations - Individuals in local district associations are familiar with the sign process, and serve as a source of information.

### Process

The specific process associated with a sign depends upon several factors, including the type of sign and its conformance with the Sign Code. The typical process is indicated on the attached diagram.

### Copies of Forms and Code Excerpt

Copies of three pertinent application forms, the schedule of fees for Dedham permits, and the Administration component of Section 237 Sign Code are attached.





**TOWN OF DEDHAM  
SIGN PERMIT APPLICATION  
Form 3**  
**A separate application is needed for  
each sign on the property**

Permit #:

Date Granted:

Fee Paid:

1. Address of Property:

2. Property Owner's Name:

Phone #

3. Property Owner's Address: Street:

City, State & Zip Code:

4. Sign Contractor's Name:

Phone #

5. Sign Contractor's Address: Street:

City, State & Zip Code

6. Sign Engineer's Name (if applicable):

7. Sign Engineer's Address: Street:

City, State & zip code:

8. Zoning District of Property: SRA; SRB; GR;CB; HB; LB; GB; LMA; LMB; AP; RDO; PC; SC (circle one)

9. Type of Sign: ( ) Free Standing ( ) Wall Mount ( ) Window ( ) Miscellaneous

10. Setbacks (provide for free standing sign): front yard setback\_\_\_\_\_

Left sideyard setback\_\_\_\_\_ Right sideyard setback\_\_\_\_\_

11. Size of Sign: width\_\_\_\_\_ Length\_\_\_\_\_

12. Sign area (sq. ft):

13. Height of sign above grade \_\_\_\_\_ Ft.

14. Provide the **total** sign area for **all** signs allowed on the property (sq. ft)

15. % of wall area that sign occupies (for wall signs only)

16. Type of Illumination: ( ) Internal ( ) External ( ) No illumination

**Note: All Illuminated Signs also require a wiring permit from a licensed electrician**

17. Type of lighting: ( ) Fluorescent ( ) Incandescent ( ) LED

18. Does this sign require Design Review Advisory Board Review? ( ) yes ( ) no

19. Is a Board of Appeals Decision part of this application? ( ) yes ( ) no

20. Will the proposed sign will conform to the Town of Dedham Sign Code, the Town of Dedham Zoning Bylaws, the Massachusetts State Building Code, and all applicable laws and regulations? ( ) yes ( ) no

21. Total Cost of Sign(s) (including installation) \$\_\_\_\_\_

22. This application is a true statement signed under the penalties of perjury:

Signature of Owner/Authorized Agent:

Today's Date:

Print Name Here:





**Design Review Advisory Board**  
**TOWN OF DEDHAM,**  
**MASSACHUSETTS**

26 Bryant Street, Dedham, MA 02026-4458  
781-751-9242

**APPLICATION FOR SIGNAGE**

OFFICE STAMP

Date of Application	Meeting Date	Fee \$25.00	Map Lot Overlay District
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<b>PROPERTY</b>			
Street Address			Map Lot Overlay District
Zoning District	<input type="checkbox"/> SRA <input type="checkbox"/> SRB <input type="checkbox"/> GR <input type="checkbox"/> CB <input type="checkbox"/> LB <input type="checkbox"/> GB <input type="checkbox"/> GB <input type="checkbox"/> HB <input type="checkbox"/> LMA <input type="checkbox"/> LMB <input type="checkbox"/> AP/RDO <input type="checkbox"/> PC <input type="checkbox"/> SC		

<b>PROPERTY OWNER</b>	
Name	Phone:
Address	E-Mail:
Signature	
Letter of Permission Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No Explain _____

<b>APPLICANT</b>	
Name	Phone:
Address	E-Mail:
Signature	

<b>LESSEE/OCCUPANT</b>	
Name	Phone:
Address	E-Mail:

<b>REPRESENTATIVE</b>	
Name	Phone:
Company	E-Mail:
Address	
Signature	

<b>BUILDING TYPE</b>	<input type="checkbox"/> Free standing commercial continuous storefront <input type="checkbox"/> Commercial building of residential character	<input type="checkbox"/> 1-3 story commercial w/
<b>PROJECT TYPE</b>	<input type="checkbox"/> Free-standing Sign <input type="checkbox"/> Wall Sign <input type="checkbox"/> Window Sign	<input type="checkbox"/> Awning <input type="checkbox"/> Storefront <input type="checkbox"/> Other
<b>ZBA APPLICATION</b>	<input type="checkbox"/> Not required <input type="checkbox"/> Required                      Hearing Date _____ Waivers Requested _____	
<b>REVIEWS</b>	<input type="checkbox"/> Building Commissioner    Initials _____ <input type="checkbox"/> Planning Director            Initials _____	

**SIGN INFORMATION**

**NOTE: THE ALLOWED SQUARE FOOTAGE IS ONE SQUARE FOOT PER LINEAR FOOT, WITH THE EXCEPTION OF THE HIGHWAY BUSINESS AND RDO ZONING DISTRICTS, IN WHICH THE ALLOWED SQUARE FOOTAGE IS TWO SQUARE FEET PER LINEAR FOOT.**

Linear frontage of ALL streets on which signage will be present	_____ feet
Total sign area for ALL signs proposed on property	_____ square feet

Setbacks (feet)	Front yard _____ Left side _____ Right side yard _____ Height of sign above ground _____ Total wall area for ALL sides of building for wall sign(s) _____ square feet
	Amount of Allowed Signage _____ square feet (see above for measurements)

**ILLUMINATION**

Type of illumination	<input type="checkbox"/> Internal <b>NOTE: All illuminated signs require a wiring permit from a licensed electrician. The permit is obtained from the Building Department.</b> <input type="checkbox"/> External <b>NOTE: All illuminated signs require a wiring permit from a licensed electrician. The permit is obtained from the Building Department.</b> <input type="checkbox"/> No illumination
Type of Lighting	<input type="checkbox"/> Fluorescent <input type="checkbox"/> Incandescent <input type="checkbox"/> LED

<b>COMPLIANCE</b>	Will the proposed sign(s) conform to the Town of Dedham Sign Code? <input type="checkbox"/> Yes <input type="checkbox"/> No
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**NOTE:** FIVE copies of the application, color pictures, supporting material, checklist, owner's consent, any narrative(s), PDF file(s), and the \$25.00 filing fee are required at the time of submission. The PDF copy may be emailed in lieu of submitting them on a disc or a flash drive. Any application without a PDF file will be charged an additional \$25.00 processing fee. Applications must provide evidence of property owner authorization.

PDF file(s) shall be submitted on disc or emailed to: [jdoherty@dedham-ma.gov](mailto:jdoherty@dedham-ma.gov). The application will be deemed incomplete until all materials requested are received.

DRAB meetings are usually held on the first Wednesday of each month unless otherwise posted. Check with the Planning and Zoning Office at 781-751-9242 or the Design Review Advisory Board webpage at the Town website ([Dedham-ma.gov](http://Dedham-ma.gov)) for submittal deadlines and meeting dates.

The following is the 2019 schedule of meetings for the Design Review Advisory Board.

The members of the Design Review Advisory Board receive packets with submissions **immediately after the deadline occurs**. They require that all information is received **before the deadline**. If supplemental material is submitted after the deadline, they will be unable to properly review applications and render a recommendation. There are no exceptions to this policy.

**These submission deadlines will be strictly adhered to, and any submission after the deadline will result in the application being moved to the next hearing date.**

2019 Design Review Advisory Board Schedule	
Meeting Date	Submission Deadline
January 9, 2019	December 21, 2018
February 6, 2019	January 9, 2019
March 6, 2019	February 6, 2019
April 3, 2019	March 6, 2019
May 1, 2019	April 3, 2019
June 5, 2019	May 1, 2019
July 10, 2019	June 5, 2019
August 7, 2019	July 10, 2019
September 4, 2019	August 7, 2019
October 2, 2019	September 4, 2019
November 6, 2019	October 2, 2019

Please deliver or mail materials to:

Design Review Advisory Board  
Dedham Planning & Zoning Office  
26 Bryant Street  
Dedham, MA 02026-4458

E-Mail: [jdoherty@dedham-ma.gov](mailto:jdoherty@dedham-ma.gov)

**CONTACT INFORMATION**

**Applicant Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_

**Application Affiliation/Company** \_\_\_\_\_

**Property Owner**     **Business Owner**     **Other**

**Phone** \_\_\_\_\_

**E-Mail** \_\_\_\_\_

This application is a true statement signed under the penalties of perjury.

**REVIEW**

**Building Department** \_\_\_\_\_  
*please initial*

**Planning Department** \_\_\_\_\_  
*please initial*

## APPLICATION CHECKLIST

- Completed application**
- Owner Affidavit.** A letter from the owner authorizing the proposed work to be done as submitted on the DRAB application or modified based upon DRAB's recommendation after all required permits are obtained.
- Narrative Description** of the project either in a cover letter or other document. The narrative description should include reference to site location, size, and other characteristics (i.e. zoning classification); project details including dimensions and other relevant information; and any special circumstances or requests related to the application.
- Scaled colored drawings including:**
  - Site Plan
  - Architectural Building Plans and Elevations
  - Zoning Map (from Dedham Web GIS)
  - Existing and proposed conditions
- Color photos** showing project property and adjacent buildings and/or sites; existing conditions; and other relevant site or area elements. If the property contains more than one business, colored pictures of the **entire façade** are also required. Photographs shall be in color and submitted on paper sized at 8.5" x 11" and labeled. In addition to copies of photos, colored photos shall be provided on disc or emailed to [jdoherty@dedham-ma.gov](mailto:jdoherty@dedham-ma.gov)
- Supporting materials:** Additional information that illustrates the proposed design intentions. At a minimum, this shall include a narrative description of the project either in a cover letter or other document. The narrative description should include reference to site location, size, and other characteristics (i.e. zoning classification); project details including dimensions and other relevant information; and any special circumstances or requests related to the application.
- Samples:** Color, finish, and material samples and/or manufacturer's product specifications.
- Acrobat (pdf) file(s) of all plans, maps, photographs and application.**

Applications shall be submitted in accordance with the published submittal deadline and meeting date schedule. These can be found on the Design Review Advisory Board website, or by calling the Planning and Zoning office at 781-751-9242. **Any application submittal without all required information will be deemed incomplete and will not be added to the agenda until the required copies are received.**

**SIGN REVIEW APPLICATION SUPPLEMENTAL REQUIREMENTS**

<b>Total New Sign Package</b>				
<b>From all of the individual sign worksheets, please provide the following information:</b>				
<b>Sign#</b>	<b>Sign Name</b>	<b>Sign Area (square feet)</b>	<b>Sign Dimensions (feet + inches)</b>	<b>Zoning District</b>
Sign 1				
Sign 2				
Sign 3				
Sign 4				
Sign 5				
Sign 6				
Sign 7				
Sign 8				

**Supplemental Information:** Please provide the following information with any DRAB sign application:

1. Site plan showing location of sign on the property
2. Colored site photographs showing existing conditions including full building facades (this includes multiple tenant buildings).
3. Scaled drawings (see below for additional detail)

If you have any questions, please contact:  
Jennifer Doherty, Administrative Assistant  
781-751-9241

[jdoherly@dedham-ma.gov](mailto:jdoherly@dedham-ma.gov)

## Sign Review Application Supplemental Requirements

Please identify and describe any and all signs for which you are applying. **Use one sheet per sign** (i.e., two (2) wall signs, one (1) pylon sign, and three (3) window signs would require 6 separate sheets).

**SIGN #** \_\_\_\_\_

**DESCRIPTION** (purpose/content of sign, i.e., commercial building sign)

\_\_\_\_\_

\_\_\_\_\_

### TYPE

**Freestanding:**

- Residential    Pole/Pylon    Monument    Incidental    Identification

**Wall Mount:**

- Awning                       Residential                       Projecting  
 Identification               Building Marker               Wall Sign  
 Marquee                       Incidental

**Window:**

- Applied Lettering               Sign Panel

**Miscellaneous:**

- Banner    Flag    Temporary Sign or Banner (note length of time sign will be posted \_\_\_\_\_)

**Proposed Dimensions:**

Height \_\_\_\_\_    Width \_\_\_\_\_    Depth \_\_\_\_\_    Area (square feet) \_\_\_\_\_

**Illumination**

- Yes    Explain how:    Internal     External Projecting     Neon  
 Other \_\_\_\_\_

No

### ZONING DISTRICT

- Single Residence A (SRA)/Single Residence B (SRB)/General Residence (GR)  
 Central Business (CB)  
 Local Business (LB)/General Business (GB)  
 Highway Business (HB)  
 Limited Manufacturing A (LMA)/Limited Manufacturing B (LMB)  
 Administrative & Professional (AP)/Research, Development, Office (RDO)  
 Planned Commercial (PC)  
 SC  
 OTHER \_\_\_\_\_

### PHOTOGRAPHS AND RENDERINGS

- All **colored** photographs of existing conditions, building facades, and other relevant site elements included  
 All **colored** renderings of signs, site plans, and other detail sheets included



**TOWN OF DEDHAM**  
COMMONWEALTH OF MASSACHUSETTS

**ZONING BOARD OF APPEALS**  
**APPLICATION FOR HEARING**  
**WAIVER FROM SIGN CODE**

OFFICE STAMP

TOWN CLERK STAMP

Case Number <b>VAR-</b>	Hearing	Fee Schedule Residential: \$50.00 Commercial: \$175.00	1 <sup>st</sup> Ad	2 <sup>nd</sup> Ad
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**IT IS STRONGLY RECOMMENDED THAT APPLICANTS CONSULT WITH THE BUILDING DEPARTMENT PRIOR TO FILING THIS APPLICATION. SEVEN COPIES OF THIS APPLICATION AND SUPPORTING MATERIAL MUST BE SUBMITTED. INCOMPLETE APPLICATIONS WILL BE RETURNED.**

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-Mail \_\_\_\_\_

Property: \_\_\_\_\_ Map/Lot \_\_\_\_\_ Overlay District \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-Mail \_\_\_\_\_

Applicant is (please check)  
Property Owner   
Tenant  (must have letter of permission)  
Prospective Buyer   
Other  (explain)

Map and Lot	Overlay District(s)	Zoning District: SRA <input type="checkbox"/> SRB <input type="checkbox"/> GR <input type="checkbox"/> CB <input type="checkbox"/> LB <input type="checkbox"/> GB <input type="checkbox"/> HB <input type="checkbox"/> LMA <input type="checkbox"/> LMB <input type="checkbox"/> PC <input type="checkbox"/> RDO/AP <input type="checkbox"/>
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Please indicate the contact information for any attorney/agent/architect/engineer who will represent this application. If there is more than one person, please attach a sheet listing this information.

Attorney: _____ Address: _____	Phone: _____ Cell: _____ E-Mail: _____
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Architect: _____ Address: _____	Phone: _____ Cell: _____ E-Mail: _____
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**PETITION (check all that apply)**

- VARIANCE   
 SPECIAL PERMIT   
 WAIVER   
 EXTENSION   
 OTHER (explain)

If you need assistance with this section, please contact the Building Department for help. They can also assist you with determining the specific section of the Zoning Bylaw from which you need relief.

State exactly what you need. The Board can only grant what is requested, and measurement need to be exact

To be allowed a (variance, special permit, waiver, extension) for (*measurements must be exact*)

Statement of Hardship (*required*) (reason for application):

Section of Sign Code:

**CHECKLIST**

**PROVIDED**

**SEVEN COPIES ARE REQUIRED OF THE FOLLOWING:**

Application	<input type="checkbox"/>
Petition Statement (reason for application)	<input type="checkbox"/>
Certified, signed plot plan. <i>Mortgage plans are not acceptable.</i>	<input type="checkbox"/>
Pictures of existing conditions	<input type="checkbox"/>
Renderings of proposed conditions with elevations	<input type="checkbox"/>
Letter of authorization from owner (if a tenant)	<input type="checkbox"/>

**ONLY ONE COPY IS NEEDED OF THE FOLLOWING:**

Completed form for abutters list	<input type="checkbox"/>
Completed billing form for the <i>Dedham Times</i>	<input type="checkbox"/>
Check made payable to the <i>Town of Dedham</i>	<input type="checkbox"/>

## DATA

Fill in both columns. Numbers must match those on the plans and the attached documentation

	EXISTING	PROPOSED
<b>BUILDING TYPE</b>		
• Free-standing commercial	<input type="checkbox"/>	<input type="checkbox"/>
• Commercial building of residential character	<input type="checkbox"/>	<input type="checkbox"/>
• 1-3 story commercial building with continuous storefront	<input type="checkbox"/>	<input type="checkbox"/>
<b>TYPE OF SIGN</b>		
• Free-standing sign	<input type="checkbox"/>	<input type="checkbox"/>
• Wall sign	<input type="checkbox"/>	<input type="checkbox"/>
• Window sign/graphics	<input type="checkbox"/>	<input type="checkbox"/>
• Blade sign	<input type="checkbox"/>	<input type="checkbox"/>
• Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>

Linear footage for all streets:	feet
Total sign area for ALL signs on property	square feet
Total sign area for ALL signs proposed on property	square feet

<b>BUILDING DETAILS</b>		
# Dwelling units if mixed use	units	units
Front yard setback	feet	feet
Rear yard setback	feet	feet
Left side yard setback	feet	feet
Right side yard setback	feet	feet
Height of sign above the ground	feet	feet
TOTAL WALL AREA of the building for wall sign(s)	square feet	square feet
PERCENTAGE OF WALL AREA for proposed sign	square feet	square feet

<b>ILLUMINATION</b>							
Internal	<input type="checkbox"/>						
External	<input type="checkbox"/>						
If illuminated, type of lighting:	<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Fluorescent</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Incandescent</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>LED</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Fluorescent	<input type="checkbox"/>	Incandescent	<input type="checkbox"/>	LED	<input type="checkbox"/>
Fluorescent	<input type="checkbox"/>						
Incandescent	<input type="checkbox"/>						
LED	<input type="checkbox"/>						
None	<input type="checkbox"/>						

## REQUIRED SIGNATURES

**NO APPLICATION WILL BE ACCEPTED WITHOUT THE REQUIRED SIGNATURES**

### **OWNER SIGNATURE**

As owner, I make the following representations:

1. I hereby certify that I am the owner of the property at \_\_\_\_\_.
2. I hereby certify that I have authorized the Applicant and/or his attorney named on this application form to develop/and or use the property listed above for the purposes indicated in this application.
3. I authorize the members of the Zoning Board of Appeals to conduct site visits on my property.

**Owner Signature**

**Date**

### **APPLICANT SIGNATURE** (If the applicant is also the owner, the owner should also sign below):

As the Applicant, I make the following representations:

1. The information supplied on and with this application is accurate to the best of my knowledge.
2. I will pay the fees associated with advertising this hearing to the *Dedham Times*.
3. I hereby certify that the agent/attorney/architect/engineer listed on this application form has been authorized by me to represent me before the Zoning Board of Appeals as it relates to the petition noted on this form.

**Applicant Signature**

**Date**

### **AGENT/ATTORNEY/ARCHITECT/ENGINEER SIGNATURE**

I make the following representations:

1. I hereby certify that the Applicant has authorized me to represent the application at the hearing.

**Agent/Attorney/Architect/Engineer Signature**

**Date**

ZONING BOARD OF APPEALS STAMP



ASSESSORS STAMP

**ZONING BOARD OF APPEALS  
APPLICATION FOR ABUTTERS LIST**

**ONLY ONE COPY OF THIS FORM IS NEEDED**

**THIS APPLICATION WILL BE PROCESSED BY ASSESSORS' OFFICE  
WITHIN TEN (10) DAYS OF RECEIPT.**

Name of Applicant \_\_\_\_\_  
Property Owner \_\_\_\_\_  
Property Address \_\_\_\_\_

Map \_\_\_\_\_ Lot \_\_\_\_\_

Legal Representative (if any) \_\_\_\_\_

Purpose for List Zoning Board of Appeals hearing

All contiguous parcels under the same common ownership will be considered as one parcel for the purpose of determining the abutters.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Scheduled Date of Hearing: \_\_\_\_\_



**THE DEDHAM TIMES**  
**395 WASHINGTON STREET**  
**DEDHAM, MA 02026-4456**

Phone: 781-329-5333

Fax: 781-329-8291

E-Mail: [dtimes@rcn.com](mailto:dtimes@rcn.com)

**ONLY ONE COPY OF THIS FORM IS NEEDED**

DATE:

\_\_\_\_\_

TO:

*The Dedham Times*

RE:

Zoning Board of Appeals Legal Ad

PROPERTY:

\_\_\_\_\_

I hereby acknowledge that the application I am submitting to the Zoning Board of Appeals for the Town of Dedham requires a notice of Public Hearing. I hereby authorize *The Dedham Times*, which determines the cost of the advertisement, to bill me **directly** for the legal notices placed by the Town of Dedham.

I hereby acknowledge responsibility for payment of the required legal notice to *The Dedham Times*, 395 Washington Street, Dedham, MA 02026-4456.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (signature)

BILLING ADDRESS

\_\_\_\_\_

BILLING PHONE NUMBER

DAYTIME PHONE NUMBER

E-MAIL ADDRESS

DATE OF HEARING

TIME OF HEARING

This form must be completed in full prior to publication.

## APPLICATION AND APPEAL PROCESS

**\*\*IMPORTANT! PLEASE READ CAREFULLY\*\***

The Zoning Board of Appeals process is governed by the Commonwealth of Massachusetts under Chapter 40A of the Massachusetts General Laws. The Town of Dedham must follow these rules and regulations.

### APPLICANT TIMELINE:

1. Meet with Building Department to determine if a waiver from the Sign Code is needed.
2. If yes, complete and file an application with the Zoning Board of Appeals. Once the application is filed, the Building Department is no longer involved (with the exception of review) until a decision has been filed with the Town Clerk.
3. Seven copies of the application and supporting materials must be provided at the time the application is filed. The Administrative Assistant of the Zoning Board of Appeals will review it for completeness.
4. Once the application has been submitted, the Building Department will review it for the Zoning Board of Appeals to ensure that proper relief is being requested, explanation of hardship is noted, and the correct section(s) of the Sign Code are cited. You will be contacted if more information is needed.
5. Copies must be delivered to the Planning and Zoning office. All applications are open to the public for review.

### ADMINISTRATIVE ASSISTANT TIMELINE:

1. The Application for Abutter List is submitted to the Assessors office to obtain labels for abutters within 300 feet of the property.
2. Legal notices of the hearing are mailed to the applicant, his attorney or agent, abutters, and surrounding towns (Boston, Needham, Westwood, and Canton).
3. Legal notices are published in the *Dedham Times* for two consecutive weeks. The *Dedham Times* will bill the applicant for the legal notice advertisements. If you have questions, their number is 781-329-5333, and e-mail is [dtimes@rcn.com](mailto:dtimes@rcn.com).

### THE HEARING:

Testimony will be given and a vote will be taken. The Board consists of five members plus two associate members who fill in for any member who cannot be present. You will attend a hearing and present your application to the Board. They will approve, deny, or continue your hearing. There are times when there are only four members sitting on a hearing, in which case the vote would need to be unanimous. You will be given the choice to go forward with your petition, or continue the hearing to a later date.

### AFTER THE HEARING:

1. After the hearing, the Administrative Assistant writes minutes of the meeting and a formal decision. The decision is sent to all voting members of the Board for approval.
2. After approval is received, the signed decision is stamped in by the Town Clerk's office and becomes a legal document. A copy of the decision will be sent to you with instructions.
3. Abutters and surrounding towns are also notified of the decision.
4. This ends the process with the ZBA, and the Applicant moves on to the Building Department to file the appropriate applications.

The ZBA is allowed 100 days to complete the decision, although every attempt is made to complete it as soon as possible. Please do not call the office to see if your decision is ready.

If you have questions, please call 781-751-9242.



TOWN OF DEDHAM BUILDING DEPARTMENT  
PERMIT APPLICATION FEES

<b>RESIDENTIAL <sup>1</sup></b>		
New Construction (single & 2-family)		\$10.00/\$1,000 (\$350.00 minimum)
New Construction (multi-family-3 or more units)		\$18.00/\$1,000 (350.00 minimum)
Accessory buildings (sheds, garages, tents & filter houses)		\$10.00/\$1,000 (\$50.00 minimum)
Additions/Alterations (including carports, breezeways, porches decks, solar panels, chimneys-1 & 2 family)		\$10.00/\$1,000 (\$75.00 minimum)
Additions/Alterations (including carports, breezeways, porches decks, solar panels, chimneys- 3 or more units)		\$18.00/\$1,000.00 (\$75.00 minimum)
Siding & Roofing		\$8.00/\$1,000 (\$50.00 minimum)
Repairs/Replacement Windows or Doors		\$10.00/\$1,000 (\$50.00 minimum)
Replacement/Repair from fire damage		\$10.00/\$1,000 (\$50.00 minimum)
Demolition of Building		\$100.00
Interior Demolition ( single & 2-family)		\$10.00/\$1,000.00 (\$50.00 minimum)
<b>COMMERCIAL <sup>1</sup></b>		
New Construction		\$15.00/\$1,000 (\$300.00 Miminum)
Alterations/Additions		\$15.00/\$1,000 (\$150.00 minimum)
Repairs/Interior Demolition		\$15.00/\$1,000 (\$100.00 minimum)
Replacement from fire damage		\$15.00/\$1,000 (\$100 minimum)
Replacement Windows/Doors		\$15.00/\$1,000.00 (\$100.00 minimum)
Demolition of Building		\$15.00/\$1,000 (\$150.00 minimum)
<b>MISCELLANEOUS</b>		
TV Satellite		\$100.00
Swimming Pools Above Ground		\$50.00
Swimming Pools In- Ground		\$100.00
Building Relocation		\$200.00 1st mile, \$150.00 each addtnl mile
Solid Fuel Burning Appliance		\$50.00
Signs		\$15.00/\$1,000 (\$75.00 minimum per sign)
Carnivals or Fairs		\$200.00 flat fee
Tent Permits (1-6 days)		\$25.00 per day per tent
Tent Permits (Seasonal, more than 6 days up to 6 months)		\$150.00
Duplicate Permits (lost)		\$25.00
Re-inspection fee		\$25.00
Occupancy Permit		Residential \$25.00 Commercial \$75.00
Annual Certificate of Inspection Fee <sup>2</sup>		\$125.00 per Certificate
All cost of construction estimates should be rounded to the next \$1,000.00 for fee calculation purposes (ie: \$24,001.00- \$24,999.00 would be rounded to \$25,000.00)		
<sup>1</sup> Building Permit Fees are waived for all buildings that are owned and operated by the Town of Dedham		
Electrical/Plumbing & Gas Fitting Permit Fees are not waived for buildings that are owned and operated by the Town of Dedham		
Tent, Carnival & Fair Permit Fees are not waived on properties owned and operated by the Town of Dedham		
<sup>2</sup> Certificate of Inspection Fees are waived for all Places of Assembly owned and operated by the Town of Dedham		
Certificate of Inspection Fees for Churches will be \$50.00 per Certificate		



ARTICLE III  
**Administration**

**§ 237-5. Permits; review by Design Review Advisory Board required. [Amended 5-18-2015 ATM by Art. 33]**

No sign shall be erected, enlarged, redesigned, structurally altered, or used without the review of the DRAB and a sign permit issued by the Building Commissioner, except as provided for elsewhere in this chapter. Permits shall be issued only for signs in conformance with this chapter.

**§ 237-6. Applications; issuance of permits; notification of denial.**

- A. Application fee shall be established and revised from time to time by DRAB at a level not exceeding that sufficient to defray the estimated cost of administering this article.
- B. All applications for sign permits shall be submitted to the Planning and Zoning Board Office. The DRAB at their December meeting shall vote on the upcoming year submittal deadline and meeting schedule. The thirty-day review process starts on submittal deadline and meeting schedule that is posted.
- C. The Planning Director and Building Commissioner shall review all sign permit applications for completeness and compliance with the Sign Code. Once an application is deemed complete it will be placed on the next available agenda of DRAB. In cases where an application does not comply with the Sign Code, the applicant will be notified by the Planning and Zoning Board Office that a waiver needed for whatever element of a sign does not comply with the Sign Code.
- D. DRAB shall hold a meeting within 30 days of submittal of a sign permit application to review the application and provide a recommendation letter. The recommendation letter may recommend in favor or against the applications, or may recommend in favor on condition of specified modifications. Upon the written assent of the applicant the review period may be extended to provide additional time for review of the application. DRAB shall provide a written recommendation to the Building Commissioner and the applicant within 10 business days after the recommendation is so voted. The failure of DRAB to provide a recommendation within 10 business days shall be deemed a favorable recommendation.
- E. Once the recommendation letter is issued the applicant may apply for a sign permit with the Building Department. Cases where a sign waiver is needed, an applicant may not apply for sign permit until the waiver is granted by the Board.

**§ 237-7. Inspection; certificate of compliance; notice of deficiencies.**

During the sixth month after the issuance of a permit or at such earlier date as the applicant may request, the Commissioner shall cause an inspection of the lot for which each such permit for a new sign or for modification of an existing sign has been issued. If the construction is complete and in full compliance with this chapter and with the building and electrical codes, the Commissioner shall issue a certificate of compliance. If construction is not substantially complete or not in full compliance with this chapter and applicable codes, the Commissioner shall give the owner or applicant notice of the deficiencies and shall allow an additional 30 days from the date of inspection for the deficiencies to be corrected. If the deficiencies are not

corrected by such date, the permit shall lapse. If construction is completed within said 30 days and the deficiencies corrected, the Commissioner shall issue a certificate of compliance.

**§ 237-8. Replacing signs shown on sign package. [Amended 5-18-2015 ATM by Art. 33]**

Where the owner of a property has a recommended Sign Package on file with DRAB, the Building Department shall issue a sign permit for a sign that conforms to a Sign Package.