



DESIGN REVIEW ADVISORY BOARD
TOWN OF DEDHAM, MASSACHUSETTS
450 Washington Street, Dedham, MA 02026
781-751-9240
www.dedham-ma.gov

OFFICE STAMP

SUBJECT PROPERTY

Street Address		Map/ Lot:
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"/> HB <input type="checkbox"/> LMA <input type="checkbox"/> LMB <input type="checkbox"/> RDO <input type="checkbox"/> PC <input type="checkbox"/> SC	

PROPERTY OWNER

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

APPLICANT

Name		Phone:
Address		E-Mail:
Signature		

REPRESENTATIVE

Name		Phone:
Company		E-Mail:
Address		
Signature		

PROJECT TYPE	<input type="checkbox"/> Free-standing Sign <input type="checkbox"/> Wall Sign <input type="checkbox"/> Window/Storefront Sign <input type="checkbox"/> Awning Sign <input type="checkbox"/> Other:		<input type="checkbox"/> Sign Waiver(s) <input type="checkbox"/> Building Addition/Exterior Changes <input type="checkbox"/> Site Plan Review <input type="checkbox"/> Landscape Plan	
	Description of proposed project (or attach narrative):			
Linear frontage of BUSINESS principal façade on which signage will be present	_____ feet	Total sign area for ALL signs proposed on property	_____ square feet	
Setbacks (feet) (As applicable)	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 NOTE: All illuminated signs require a wiring permit from a licensed electrician. The permit is obtained from the Building Department. <input type="checkbox"/> External NOTE: All illuminated signs require a wiring permit from a licensed electrician. The permit is obtained from the Building Department. <input type="checkbox"/> No illumination			
COMPLIANCE	Will the proposed sign(s) conform to the Town of Dedham Sign Code? <input type="checkbox"/> Yes <input type="checkbox"/> No			

PROPOSED SIGNAGE (As Applicable)			
Sign#	Sign Name/Description	Sign Area	Sign Dimensions
Sign 1			
Sign 2			
Sign 3			
Sign 4			
Sign 5			
Sign 6			

NOTE:	<p>One (1) copy of the application, <u>color pictures</u>, supporting material, checklist, owner’s consent, any narrative(s), <u>PDF file(s)</u>, and the \$25.00 filing fee are required at the time of submission. Applications <u>must</u> provide evidence of property owner authorization.</p> <p>PDF file(s) shall be submitted emailed to: jschultz@dedham-ma.gov. The application will be deemed incomplete until all materials requested are received. Hard copies shall be mailed to:</p> <p style="text-align: center;">Design Review Advisory Board Dedham Planning & Zoning Department 450 Washington Street Dedham, MA 02026</p> <p>DRAB meetings are held on the <u>first Wednesday of each month</u> unless otherwise posted. Check with the Planning and Zoning Department at 781-751-9240 or the Design Review Advisory Board webpage at the Town website (www.dedham-ma.gov) for the latest submittal deadlines and meeting dates.</p>
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APPLICATION CHECKLIST: ONE (1) COPY & DIGITAL SUBMISSION REQUIRED

- Completed Application**
- \$25.00 Application Fee** (checks only, made out to the Town of Dedham)
- Property Owner Affidavit:** A letter from the owner authorizing the Applicant to submit to DRAB
- Narrative Description:** 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.
- Plans:**
 - Site Plan (As applicable)
 - Sign/Architectural/Floor Plans (As applicable)
 - Existing and proposed conditions (As applicable)
- Samples:** Color, finish, and material samples and/or manufacturer’s product specifications (As applicable)
- Dedham Times Form:** Required for applications for sign waivers.
- Digital Files:** PDF(s) of all plans, maps, photos, forms and application.