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| C:\Users\swebster\Pictures\Town Seal.jpg  **Design Review Advisory Board**  **TOWN OF DEDHAM, MASSACHUSETTS**  **26 Bryant Street, Dedham, MA 02026-4458**  **781-751-9242**  APP  **APPLICATION FOR SIGNAGE** | OFFICE STAMP |

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| Date of Application | Meeting Date | Fee  $25.00 | Map  Lot  Overlay District |

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| **PROPERTY** | | | | |
| Street Address |  | | | Map  Lot  Overlay District |
|  |  | | |
| Zoning District | ⬜ SRA ⬜ SRB ⬜ GR ⬜ CB ⬜ LB ⬜ GB GB ⬜  HB ⬜ LMA ⬜ LMB ⬜ AP/RDO ⬜ PC ⬜ SC | | | |
|  | | | | |
| **PROPERTY OWNER** | | | | |
| Name |  | | Phone:  E-Mail: | |
| Address |  | |
| Signature | | | | |
| Letter of Permission Attached | | 🞎 Yes 🞎No Explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­ | | |
|  |  | | | |
| **APPLICANT** | | | | |
| Name |  | | Phone:  E-Mail: | |
| Address |  | |
| Signature |  | | | |
|  | | | | |
| **LESSEE/OCCUPANT** | | | | |
| Name |  | | Phone:  E-Mail: | |
| Address |  | |
|  |  | | | |
| **REPRESENTATIVE** | | | | |
| Name |  | | Phone:  E-Mail: | |
| Company |  | |
| Address |  | |
| Signature | | | | |

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| **BUILDING TYPE** | 🞎Free standing commercial 🞎1-3 story commercial w/ continuous storefront  🞎Commercial building of residential character | |
| **PROJECT TYPE** | 🞎 Free-standing Sign 🞎 Awning  🞎 Wall Sign 🞎 Storefront  🞎 Window Sign 🞎 Other | |
| **ZBA APPLICATION** | 🞎 Not required  🞎 Required Hearing Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Waivers Requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **REVIEWS** | 🞎 Building Commissioner Initials \_\_\_\_\_\_\_  🞎 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)  Amount of Allowed Signage | 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 | |
| \_\_\_\_\_\_\_\_\_\_\_ square feet (see above for measurements) | |
| **ILLUMINATION** | | |
| Type of illumination | 🞎 Internal **NOTE: All illuminated signs require a wiring permit from a licensed**  **electrician. The permit is obtained from the Building Department.**  🞎 External **NOTE: All illuminated signs require a wiring permit from a licensed**  **electrician. The permit is obtained from the Building Department.**  🞎 No illumination | |
| Type of Lighting | 🞎 Fluorescent  🞎 Incandescent  🞎 LED | |
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| **COMPLIANCE** | Will the proposed sign(s) conform to the Town of Dedham Sign Code? 🞎 Yes 🞎 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. 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) for submittal deadlines and meeting dates. |

The following is the 2018 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**.

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| **2020**  **Design Review Advisory Board Schedule** | |
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| **Meeting Date** | **Submission Date** |
| January 8, 2020 | December 20, 2019 |
| February 5, 2020 | January 22, 2020 |
| March 4, 2020 | February 19, 2020 |
| April 1, 2020 | March 18, 2020 |
| May 6, 2020 | April 22, 2020 |
| June 3, 2020 | May 20, 2020 |
| July 8, 2020 | June 24, 2020 |
| August 5, 2020 | July 22, 2020 |
| September 2, 2020 | August 19, 2020 |
| October 7, 2020 | September 23, 2020 |
| November 4, 2020 | October 21, 2020 |
| December 2, 2020 | November 25, 2020 |
| January 6, 2021 | December 23, 2020 |

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

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| 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**

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| --- | --- | --- | --- | --- |
| **Total New Sign Package** | | | | |
| **From all of the individual sign worksheets, please provide the following information:** | | | | |
| **Sign#** | **Sign Name** | **Sign Area**  **(square feet)** | **Sign**  **Dimensions**  **(feet + inches)** | **Zoning**  **District** |
| 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

[**jdoherty@dedham-ma.gov**](mailto:jdoherty@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