TOWN OF WELLESLEY - BUILDING DEPARTMENT
SIGN PERMIT APPLICATION

PURSUANT TO MA STATE BUILDING CODE - 780 CMR

AND TOWN OF WELLESLEY ZONING BYLAWS, SECTION XXIIA

For Office Use Only

APP # _____

Date _____

PLEASE COMPLETE ALL SECTIONS IN FULL

SECTION 1 - PROPERTY / BUSINESS ADDRESS & OWNERSHIP

1.1 Property Address (Number and Street) _____

1.2 Unit / Suite _____

1.3 Property Owner of Record

Name (Print) _____ Mailing Address _____

Telephone _____ If new owner, Book / Page and Date title recorded _____

1.4 Business Name _____

1.5 Business Owner

Name (Print) _____ Telephone _____

SECTION 2 - CONSTRUCTION SERVICES

2.1 Sign Contractor

Name (Print) _____ License Number (if applicable) _____

Address _____ Expiration Date _____

Telephone _____ Cell _____ Wellesley Registration Number (CID) _____

SECTION 3 - SIGN DETAILS - Please note that a certified plot plan must accompany all applications for free standing signs.

SIGN 1 Does this sign replace an existing one? Y ☐ N ☐

1. Type ☐ Wall ☐ Window ☐ Standing ☐ Awning

2. Dimensions Height (ft/in) _____ Width (ft/in) _____ Area (sq. ft.) _____ Area of Facade _____ Letter Height (in) _____

3. Location Height of highest part of sign / awning above ground elevation _____

Will this sign project into, on or over a public sidewalk, street or way? Y ☐ N ☐

4. Materials: _____

5. Colors Background Color _____ Lettering Color _____

6. Illumination Y ☐ N ☐ If Yes... ☐ Internally ☐ Externally How? _____

7. Wording _____

SIGN 2 Does this sign replace an existing one? Y ☐ N ☐

1. Type ☐ Wall ☐ Window ☐ Standing ☐ Awning

2. Dimensions Height (ft/in) _____ Width (ft/in) _____ Area (sq. ft.) _____ Area of Facade _____ Letter Height (in) _____

3. Location Height of highest part of sign / awning above ground elevation _____

Will this sign project into, on or over a public sidewalk, street or way? Y ☐ N ☐

4. Materials: _____

5. Colors Background Color _____ Lettering Color _____

6. Illumination Y ☐ N ☐ If Yes... ☐ Internally ☐ Externally How? _____

7. Wording _____

SIGN 3 Does this sign replace an existing one? Y ☐ N ☐

1. Type ☐ Wall ☐ Window ☐ Standing ☐ Awning

2. Dimensions Height (ft/in) _____ Width (ft/in) _____ Area (sq. ft.) _____ Area of Facade _____ Letter Height (in) _____

3. Location Height of highest part of sign / awning above ground elevation _____

Will this sign project into, on or over a public sidewalk, street or way? Y ☐ N ☐

4. Materials: _____

5. Colors Background Color _____ Lettering Color _____

6. Illumination Y ☐ N ☐ If Yes... ☐ Internally ☐ Externally How? _____

7. Wording _____

SECTION 4 - APPLICATION DECLARATION

I (we) the undersigned, as permit Applicant(s), herby declare that the statements and information on the foregoing application are true and accurate, to the best of my (our) knowledge and belief.

Signed under the pains and penalties of perjury.

Owner Signature * Date Sign Contractor Signature (required if identified on front) Date

** If the owner has authorized an agent to act on his/her behalf, please include a signed authorization letter with this application.*

ZONING DETERMINATION / AUTHORIZATION --- FOR OFFICE USE ONLY

In accordance with Section XXIIA of the Town of Wellesley's Zoning Bylaws, the sign(s) submitted on this application require:

- ☐ "By Right" review
- ☐ Special Permit approval

Please obtain signatures identified below and make any changes to the application details as required.

☐ DESIGN REVIEW BOARD

Authorized Signature Date DRB #

☐ ZONING BOARD OF APPEALS

Authorized Signature Date ZBA #

☐ BUILDING DEPARTMENT

Authorized Signature Date

SECTION 5 - DESIGN REVIEW BOARD APPLICATION REQUIREMENTS

- *9 Copies of the following*
- Samples of all colors proposed to be used on sign or awning.
- Scaled, dimensioned drawing of the sign/awning including lettering, borders and other design elements (minimum scale 3/4 of an inch or larger).
- Location plan for standing signs showing distance, setback from property lines (minimum scale 1/40 of an inch or larger).
- Drawing of façade showing proposed placement of sign/awnings in relation to trim/significant architectural elements (minimum scale 1/4 of an inch or larger).
- Color photographs of the façade and adjacent buildings.

FEE: Please make check payable to the: "Town of Wellesley"

Awnings - $ 50.00
By Right Signs - $ 50.00
Special Permit Signs - $ 150.00

For Office Use Only

APPLICATION # _____

SIGN
PERMIT

Property (Number and Street)

Date Permit Granted

Reviewed By

Fees Collected:

Permit _____

Microfilming _____

TOTAL $ _____