

# 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

<b>1.1 Property Address (Number and Street)</b> 35 Central St	<b>1.2 Unit / Suite</b> 
<b>1.3 Property Owner of Record</b>	
Equity Partners Inc <small>Name (Print)</small>	868 Worcester St, Wellesley MA 02482 <small>Mailing Address</small>
781-235-5600 <small>Telephone</small>	<small>If new owner, Book / Page and Date title recorded</small>
<b>1.4 Business Name</b> Laurel Grove	
<b>1.5 Business Owner</b>	
Michelle Palmer <small>Name (Print)</small>	617-371-7016 <small>Telephone</small>

## SECTION 2 - CONSTRUCTION SERVICES

<b>2.1 Sign Contractor</b>	
Signarama <small>Name (Print)</small>	<small>License Number (if applicable)</small>
2 Southville Road, Unit C Southborough, MA 01772 <small>Address</small>	<small>Expiration Date</small>
508-875-7446 <small>Telephone</small>	<small>Cell</small>
	<small>Wellesley Registration Number (CID)</small>

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

<b>SIGN 1</b>	Does this sign replace an existing one?    Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
<b>1. Type</b>	<input type="checkbox"/> Wall <input checked="" type="checkbox"/> Window <input type="checkbox"/> Standing <input type="checkbox"/> Awning
<b>2. Dimensions</b>	Height (ft/in) <u>14.25</u> Width (ft/in) <u>42</u> Area (sq. ft.) <u>598.5</u> Area of Facade <u>5493</u> Letter Height (in) <u>8</u>
<b>3. Location</b>	Height of highest part of sign / awning above ground elevation <u>n/a</u> Will this sign project into, on or over a public sidewalk, street or way?    Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
<b>4. Materials:</b>	<u>Premium Contour cut white vinyl</u>
<b>5. Colors</b>	Background Color <u>clear</u> Lettering Color <u>white</u>
<b>6. Illumination</b>	Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If Yes... <input type="checkbox"/> Internally <input type="checkbox"/> Externally    How? _____
<b>7. Wording</b>	<u>Laurel Grove    Sudbury + Wellesley</u>
<b>SIGN 2</b>	Does this sign replace an existing one?    Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
<b>1. Type</b>	<input type="checkbox"/> Wall <input checked="" type="checkbox"/> Window <input type="checkbox"/> Standing <input type="checkbox"/> Awning
<b>2. Dimensions</b>	Height (ft/in) <u>13</u> Width (ft/in) <u>11</u> Area (sq. ft.) <u>143</u> Area of Facade <u>2405</u> Letter Height (in) _____
<b>3. Location</b>	Height of highest part of sign / awning above ground elevation <u>n/a</u> Will this sign project into, on or over a public sidewalk, street or way?    Y <input type="checkbox"/> N <input checked="" type="checkbox"/>
<b>4. Materials:</b>	<u>Premium Contour cut white vinyl</u>
<b>5. Colors</b>	Background Color <u>clear</u> Lettering Color <u>white</u>
<b>6. Illumination</b>	Y <input type="checkbox"/> N <input checked="" type="checkbox"/> If Yes... <input type="checkbox"/> Internally <input type="checkbox"/> Externally    How? _____
<b>7. Wording</b>	<u>Best of Boston Home 2019</u>
<b>SIGN 3</b>	Does this sign replace an existing one?    Y <input type="checkbox"/> N <input type="checkbox"/>
<b>1. Type</b>	<input type="checkbox"/> Wall <input type="checkbox"/> Window <input type="checkbox"/> Standing <input type="checkbox"/> Awning
<b>2. Dimensions</b>	Height (ft/in) _____    Width (ft/in) _____    Area (sq. ft.) _____    Area of Facade _____    Letter Height (in) _____
<b>3. Location</b>	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 <input type="checkbox"/> N <input type="checkbox"/>
<b>4. Materials:</b>	_____
<b>5. Colors</b>	Background Color _____    Lettering Color _____
<b>6. Illumination</b>	Y <input type="checkbox"/> N <input type="checkbox"/> If Yes... <input type="checkbox"/> Internally <input type="checkbox"/> Externally    How? _____
<b>7. Wording</b>	_____

**SECTION 4 - APPLICATION DECLARATION**

I (we) the undersigned, as permit Applicant(s), hereby 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.



10.1.20

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** \$ \_\_\_\_\_