



SIGN PERMIT APPLICATION

Pursuant to MA State Building Code 780 CMR and
Town of Wellesley Zoning Bylaws, Section 5.18

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

Mailing Address

Email Address

If new owner, Book / Page and Date title recorded

1.4 Business Name

1.5 Business Owner

Name

Email Address

SECTION 2 - CONSTRUCTION SERVICES

2.1 Sign Contractor

Name

License Number (if applicable)

Mailing Address

Expiration Date

Email Address

Phone Number

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

Is this signage: By right or Special Permit

1. Type

Wall Window Standing Awning Projecting/Blade

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

Is this signage: By right or Special Permit

1. Type

Wall Window Standing Awning Projecting/Blade

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

Is this signage: By right or Special Permit

1. Type

Wall Window Standing Awning Projecting/Blade

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), hereby declare that the statements and information on the forgoing 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

Contractor (if listed) Date

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

SECTION 5 – DESIGN REVIEW BOARD APPLICATION REQUIREMENTS

Provide a digital copy of this application to planning@wellesleyma.gov as well as the following materials:

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

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

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

BEFORE YOU SUBMIT:

Ensure submittal is complete.

- Incomplete applications can slow the review process
- Check that all required documentation is included
- Consult with Planning Department Staff if you have questions
- Determine if your project will require a Special Permit

Does your project require a Special Permit?

- Review Section 5.18 of the Zoning Bylaws
- The Design Guidelines handbook is available upon request and online
- Special Permits are obtained from the Zoning Board of Appeals following Design Review

Relevant sections of the Zoning Bylaws:

- Section 5.5 - Design Review
- Section 5.6 - Project Approval
- Section 5.18 - Signage

Relevant section of the Town Bylaws:

- Article 46 - Design Review Board

Please direct any questions to planning@wellesleyma.gov, or **781-431-1019**, or visit the Planning Office at 888 Worcester Street, Suite 160, Wellesley, MA 02482