

**TOWN OF WELLESLEY - PLANNING DEPARTMENT****SIGN PERMIT APPLICATION**

For Office Use Only

App. # \_\_\_\_\_

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

Date \_\_\_\_\_

**PLEASE COMPLETE ALL SECTIONS IN FULL****SECTION 1 - PROPERTY / BUSINESS ADDRESS & OWNERSHIP**

<b>1.1 Property Address (Number and Street)</b>	<b>1.2 Unit / Suite</b>
<b>1.3 Property Owner of Record</b>	
Name	Mailing Address
Email Address	If new owner, Book / Page and Date title recorded
<b>1.4 Business Name</b>	
<b>1.5 Business Owner</b>	
Name	Email Address

**SECTION 2 - CONSTRUCTION SERVICES**

<b>2.1 Sign Contractor</b>	
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.**

<b>SIGN 1</b>	Does this sign replace an existing one? <input type="checkbox"/> Y <input type="checkbox"/> N	Is this signage: <input type="checkbox"/> By right or <input type="checkbox"/> Special Permit			
<b>1. Type</b>	<input type="checkbox"/> Wall <input type="checkbox"/> Window <input type="checkbox"/> Standing <input type="checkbox"/> Awning <input type="checkbox"/> Projecting/Blade				
<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? <input type="checkbox"/> Y <input type="checkbox"/> N				
<b>4. Materials:</b>					
<b>5. Colors</b>	Background Color	Lettering Color			
<b>6. Illumination</b>	<input type="checkbox"/> Y <input type="checkbox"/> N	If Yes... <input type="checkbox"/> Internally <input type="checkbox"/> Externally	How?		
<b>7. Wording</b>					
<b>SIGN 2</b>	Does this sign replace an existing one? <input type="checkbox"/> Y <input type="checkbox"/> N	Is this signage: <input type="checkbox"/> By right or <input type="checkbox"/> Special Permit			
<b>1. Type</b>	<input type="checkbox"/> Wall <input type="checkbox"/> Window <input type="checkbox"/> Standing <input type="checkbox"/> Awning <input type="checkbox"/> Projecting/Blade				
<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? <input type="checkbox"/> Y <input type="checkbox"/> N				
<b>4. Materials:</b>					
<b>5. Colors</b>	Background Color	Lettering Color			
<b>6. Illumination</b>	<input type="checkbox"/> Y <input type="checkbox"/> N	If Yes... <input type="checkbox"/> Internally <input type="checkbox"/> Externally	How?		
<b>7. Wording</b>					
<b>SIGN 3</b>	Does this sign replace an existing one? <input type="checkbox"/> Y <input type="checkbox"/> N	Is this signage: <input type="checkbox"/> By right or <input type="checkbox"/> Special Permit			
<b>1. Type</b>	<input type="checkbox"/> Wall <input type="checkbox"/> Window <input type="checkbox"/> Standing <input type="checkbox"/> Awning <input type="checkbox"/> Projecting/Blade				
<b>2. Dimensions</b>	Height (ft/in)	Width (ft/in)	Area (sq. ft.)	Area of Facade	Letter Height (in)
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	Will this sign project into, on or over a public sidewalk, street or way? <input type="checkbox"/> Y <input type="checkbox"/> N				
<b>4. Materials:</b>					
<b>5. Colors</b>	Background Color	Lettering Color			
<b>6. Illumination</b>	<input type="checkbox"/> Y <input type="checkbox"/> N	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 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.*

#### 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

#### SECTION 5 – DESIGN REVIEW BOARD APPLICATION REQUIREMENTS

**Provide a digital copy of this application to [planning@wellesleyma.gov](mailto: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

##### **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](mailto:planning@wellesleyma.gov), or **781-431-1019**, or visit the Planning Office at 888 Worcester Street, Suite 160, Wellesley, MA 02482