

TOWN OF WELLESLEY - BUILDING DEPARTMENT 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 (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 _____
Email Address _____	Telephone _____ 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 <input type="checkbox"/> N <input type="checkbox"/>	Is this signage: <input type="checkbox"/> By right or <input type="checkbox"/> Special Permit
1. Type	<input type="checkbox"/> Wall <input type="checkbox"/> Window <input type="checkbox"/> Standing <input type="checkbox"/> Awning <input type="checkbox"/> 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 <input type="checkbox"/> N <input type="checkbox"/>	
4. Materials:		
5. Colors	Background Color _____ Lettering Color _____	
6. Illumination	Y <input type="checkbox"/> N <input type="checkbox"/> If Yes... <input type="checkbox"/> Internally <input type="checkbox"/> Externally How? _____	
7. Wording		
SIGN 2	Does this sign replace an existing one? Y <input type="checkbox"/> N <input type="checkbox"/>	Is this signage: <input type="checkbox"/> By right or <input type="checkbox"/> Special Permit
1. Type	<input type="checkbox"/> Wall <input type="checkbox"/> Window <input type="checkbox"/> Standing <input type="checkbox"/> Awning <input type="checkbox"/> 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 <input type="checkbox"/> N <input type="checkbox"/>	
4. Materials:		
5. Colors	Background Color _____ Lettering Color _____	
6. Illumination	Y <input type="checkbox"/> N <input type="checkbox"/> If Yes... <input type="checkbox"/> Internally <input type="checkbox"/> Externally How? _____	
7. Wording		
SIGN 3	Does this sign replace an existing one? Y <input type="checkbox"/> N <input type="checkbox"/>	Is this signage: <input type="checkbox"/> By right or <input type="checkbox"/> Special Permit
1. Type	<input type="checkbox"/> Wall <input type="checkbox"/> Window <input type="checkbox"/> Standing <input type="checkbox"/> Awning <input type="checkbox"/> 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 <input type="checkbox"/> N <input type="checkbox"/>	
4. Materials:		
5. Colors	Background Color _____ Lettering Color _____	
6. Illumination	Y <input type="checkbox"/> N <input type="checkbox"/> If Yes... <input type="checkbox"/> Internally <input type="checkbox"/> 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 one (1) physical copy and 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 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

BEFORE YOU SUBMIT:

Ensure submittal is complete.

- Incomplete applications can slow review process.
- Check that all required documentation is included.
- Consultation with Planning staff is encouraged.
- Determine whether your project will require a Special Permit.

Does your project require a Special Permit?

- Review [Section 5.18](#) of the Zoning Bylaw
- 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 Bylaw:

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

Relevant section of the Town Bylaw:

- Design Review Board: Article 46

Please direct any questions to (781) 431-1019, or visit the Planning Office at:
888 Worcester Street, Suite 160, Wellesley, MA 02482