

# GUIDING YOU THROUGH MEDWAY'S SIGN PERMIT PROCESS

**AS A PRE-REQUISITE** to submitting a sign permit application to the Building Department, the Medway Zoning Bylaw 7.6.2.A requires a business or property owner to meet with the Design Review Committee (DRC) to review any proposed free-standing sign and for any individual sign that has six square feet or more of sign surface area.



**WHAT IS THE DESIGN REVIEW COMMITTEE?** The Town of Medway offers the services of its DRC as part of the Town's sign permit process. The DRC is made up

of volunteer Medway residents who are graphic designers, landscape professionals, planners, or other design related professionals. The DRC is here to assist you as you start and/or expand your business in creating a well-designed sign appropriate to the building, site, and surrounding environment.

**HOW DO I SCHEDULE A MEETING WITH THE DRC?** Please contact the Medway Planning office at 508-533-3291 or [planningboard@townofmedway.org](mailto:planningboard@townofmedway.org) to schedule an appointment with the DRC. The DRC generally meets on the first and third Monday night of each month at 7 pm. Meeting dates and location are posted [here](#).

**WHAT ARE THE MEDWAY SIGN DESIGN REVIEW GUIDELINES?** In reviewing sign designs, the DRC adheres to Medway's Sign Design Review Guidelines. The Guidelines are statements of preferred direction for the location of signs, for their size and proportion, and for materials, lettering and lighting. The Guidelines also describe common mistakes and things to avoid in designing signs.

## STEPS TO SECURE A SIGN PERMIT

Obtain Medway's Sign Design Review Guidelines and the Design Review Committee's Sign Design Review application information.

**BUSINESS OWNERS ARE WELCOME TO MEET INFORMALLY WITH THE DRC TO HAVE A PRELIMINARY PRE-APPLICATION DISCUSSION.**

Review the Medway Sign Design Review Guidelines and provide the Guidelines to your sign designer and/or fabricator.

Complete the Sign Design Review Application and submit it with supporting information to [planningboard@townofmedway.org](mailto:planningboard@townofmedway.org).

**THERE IS NO APPLICATION FEE TO MEET WITH THE DRC.**

Upon reviewing and accepting your application, the Planning and Economic Development Coordinator will contact you to schedule an appointment with the DRC.

Meet with the DRC to discuss the proposed sign(s). Both the business owner and the sign maker should plan to attend the DRC meeting.

Within thirty days of your complete sign review application submittal date, and shortly after your DRC appointment, the DRC will provide you and the Building Commissioner with an advisory Letter of Recommendation. The deadline may be extended by mutual agreement of the DRC and the applicant.

Upon receipt of the Letter of Recommendation from the DRC, you may then submit a Building Permit Application to the Medway Building Department for your sign. You are strongly encouraged, but not required to follow the DRC's recommendations.

**THE BUILDING COMMISSIONER MUST ISSUE OR DENY THE PERMIT WITHIN FORTY-FIVE DAYS OF THE PERMIT APPLICATION.**