



Design Review Committee (DRC) – Town of Medway, MA

Application for Façade Improvement Review

INSTRUCTIONS TO APPLICANT/OWNER

Pursuant to the *Medway Zoning Bylaw*, Section 3.5.3. A.4., Façade Improvement Review by the Medway Design Review Committee is required for the exterior alteration, reconstruction, or renovation of any multi-family, commercial, industrial, or institutional building which is not subject to Major, Minor, or Administrative Site Plan Review, where such alteration, reconstruction or renovation will be visible from a street and will include any of the following:

- installation or replacement of awnings
- change in a building's exterior surface material
- rearrangement or addition of windows or doors
- façade reconstruction or replacement

NOTE – Façade Improvement Review does not apply to roofs nor to single or two-family residences.
There is no fee for Façade Improvement Review.

Applicants and façade improvement designers should read the Medway Design Guidelines before developing a façade improvement design. Façade improvement designs should be developed in accordance with the Design Guidelines.

APPLICANT INFORMATION

Business Name: _____

Building/Development Name (if applicable): _____

Location Address: _____

Mailing Address: _____

Contact person: _____

Phone: _____ Cell Phone _____

Email address: _____

Check one of the following:

☐ You own the subject property ☐ You are a tenant of the subject property

PROPERTY OWNER INFORMATION (if not applicant)

Company Name: _____

Mailing Address: _____

Contact person: _____

Phone: _____ Cell Phone: _____

Email address: _____

TYPE OF PROPOSED FAÇADE IMPROVEMENT – Check all that apply:

- ____ Installation or replacement of awnings
- ____ Change in the building's exterior surface materials
- ____ Rearrangement or addition of windows or doors
- ____ Façade reconstruction or replacement

When was the building constructed? _____

Work Summary – Provide a brief description of the proposed scope of façade improvement work.

NOTE - You may attach a letter or any other additional descriptive or explanatory information to fully explain the proposed façade improvements.

APPLICATION CHECKLIST – Check all that apply:

Attach the following items to this application in PDF Format:

For all Projects:

- ____ 1. Photo of existing building façade where work will be performed.

For Awnings: (Note – This pertains to awnings only, not awnings with signage. Awning signs must file with the DRC for Sign Design Review.)

- ____ 2. Drawing showing the location of the awning on the building with detailed information on the awning shape, size, colors, materials, and type of lighting.

For a Change in Building's Exterior Surface Materials

- ____ 3. Drawing showing the design of the building façade with proposed new exterior surface material with information on materials, dimensions, and colors.
- ____ 4. Written document with links to the web sites for the proposed surface materials

For the Rearrangement or Addition of Windows and Doors

- ____ 5. Drawing showing the design of the building façade with the proposed rearrangement and/or addition of windows and doors with information on materials, dimensions, colors
- ____ 6. Written document with links to the web sites for the proposed windows and doors

For Façade Reconstruction or Replacement

- ____ 7. Drawing showing the design of the façade reconstruction or replacement with information on surface materials, windows and doors, dimensions, colors, lighting, etc.
- ____ 8. Written document with links to the web sites for the various materials to be used in the façade reconstruction or replacement.

OTHER CONTACTS

Designer, Architect, Builder/Contractor

Company Name: _____

Contact person: _____

Office Telephone: _____ Cell Phone: _____

Email address: _____

DESIGNATED REPRESENTATIVE INFORMATION

Name: _____

Address: _____

Telephone: _____
Office: _____ Cell: _____
Email address: _____

SIGNATURES

The undersigned, being the Applicant for Façade Improvement Review, submits this application and other required documents to the Medway Design Review Committee. I/we hereby certify to the best of my/our knowledge and belief that the information contained in this application and any exhibits and attachments hereto are true, complete and accurate representations of the facts regarding the property and proposed façade improvements. I/we understand that the Design Review Committee will review the application at a posted open meeting which I or my representative will attend.

(If applicable), I hereby authorize _____ to serve as my Designated Representative to represent my interests with respect to this application.

Signature of Property Owner	Printed Name	Date
Signature of Applicant (if other than property owner)	Printed Name	Date
Signature of Designated Representative	Printed Name	Date

OTHER INFORMATION

- Proposed façade improvement designs are reviewed by the Medway Design Review Committee (DRC) at public meetings. The DRC meets on the first & third Monday night of each month at 7 p.m. at the Medway Public Library, 26 High ST. except for standard Monday holidays.
- The Applicant or Designated Representative must attend the DRC meeting at which this application will be reviewed. Please bring samples of materials and colors to the meeting to review with the DRC.
- An application for Façade Improvement Review and all supporting information must be submitted to the Medway Planning office by 12 noon on the Wednesday before a DRC meeting.

Please email this application form and all attachments to: planningboard@townofmedway.org

Mail: Design Review Committee
c/o Medway Planning office
155 Village Street, Medway, MA 02053
Drop Off: Medway Planning office @ Medway Town Hall, 155 Village Street
Phone: 508-321-4980

Date Application Received by Medway Planning office: _____

Reviewed by Medway Planning Coordinator: _____

DRC Meeting Date: _____