



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

### *Application for Sign Design Review*

#### INSTRUCTIONS TO APPLICANT/OWNER

For sign definitions, refer to Medway Zoning Bylaw (Section 7.2 Signs). The Medway Zoning Bylaw is available online at: [www.townofmedway.org](http://www.townofmedway.org). Applicants and sign designers should read the Sign Design Guidelines included in the Medway Design Review Guidelines before developing a sign design.

<http://www.townofmedway.org/design-review-committee/pages/sign-design-review>

#### **APPLICANT INFORMATION**

**Medway Location or Address** where the sign will be installed: \_\_\_\_\_

What is the interior width of the store/business that faces the street or parking lot: \_\_\_\_\_

**Building or Development Name:** (if applicable): \_\_\_\_\_

**Medway Zoning District:** \_\_\_\_\_

**Applicable Sign Standard Table** (from Medway Zoning Bylaw – Section 7.2.5) **Table #** \_\_\_\_\_.

**Business Information** (Local Medway business establishment where the sign is to be installed)

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address: \_\_\_\_\_

#### **TYPE OF PROPOSED SIGNS**

Type of Sign	# of Signs	Signs Dimensions	Total Square Footage of Sign Surface Area	Sign Height	Type of Illumination (internal, external or none)
Wall Sign					
Free-standing Individual Business Sign					
Free-standing Multi-Tenant Development Sign					
Awning Sign					
Projecting Sign					
Directory Sign					
Window Sign					
Other Type of Sign (Describe)					

Attach the following items to this form. PDF format is required for the application form and all attachments. Please email application and documents to [planningboard@townofmedway.org](mailto:planningboard@townofmedway.org)

- \_\_\_\_\_ 1. Manufacturer's scaled COLOR drawing with dimensions and DETAILED specifications for materials and illumination.
- \_\_\_\_\_ 2. For a wall sign, a scaled image showing the sign's position on the building.
- \_\_\_\_\_ 3. Landscaping Plan and Plot Plan marked with location of the free-standing sign and distances from street/lot lines.
- \_\_\_\_\_ 4. Color photograph(s) of building or location(s) where sign will be installed and existing signs.
- \_\_\_\_\_ 5. Color drawing of corporate logo (if applicable).
- \_\_\_\_\_ 6. Color photograph of similar or comparable sign on which your sign design is based.
- \_\_\_\_\_ 7. A letter or other descriptive or explanatory information you want to provide to the DRC.

**Does this application pertain to a completely new sign?**

\_\_\_\_\_ Yes \_\_\_\_\_ No (If NO, please include photos and info of the existing sign you are modifying)

**Does this application pertain to a replacement panel for an existing sign structure?**

\_\_\_\_\_ Yes (If yes, please include photos and info of the existing sign) \_\_\_\_\_ No

**If the business is located in a multi-tenant development, is there a Master Sign Plan for the development?**

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Don't Know

**Does your lease require the property owner's approval of your sign?**

\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Not applicable

**SIGN DESIGNER INFORMATION**

Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Company Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email address: \_\_\_\_\_

**Proposed signage is reviewed by the Medway Design Review Committee (DRC) at public meetings. The business owner and sign designer/fabricator must attend the DRC meeting.**

**The DRC generally meets on the first & third Monday night of each month at 7 p.m.**

(DRC meeting agendas are posted at the Calendar & Events section of the Town's web page at [www.townofmedway.org](http://www.townofmedway.org))

**An Application for Sign Design Review and all supporting information must be submitted to the Medway Community and Economic Development office by 12 noon on the Wednesday before a DRC meeting.**

**Please email this application form and all attachments to: [planningboard@townofmedway.org](mailto:planningboard@townofmedway.org)**

**Date Application Received by Medway Planning office: \_\_\_\_\_**

**Reviewed by Medway Planning Coordinator: \_\_\_\_\_**

**DRC Meeting Date: \_\_\_\_\_**