

# 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 requires a business or property owner to meet with the Design Review Committee to review any proposed free-standing sign and for any individual sign that has six sq. ft. 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, artists, 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.

**A BUSINESS OWNER IS ALSO WELCOME** to meet informally with the DRC to have a preliminary pre-application discussion during the sign design development phase in order to brainstorm ideas and develop sign design concepts. The DRC hopes you will find this to be beneficial to your business as the DRC's goal is to help you create a sign that is successful and effective at promoting your business.

**HOW DO I SCHEDULE A MEETING WITH THE DRC?** Please contact the Medway Planning office at 508-533-3291 to schedule an appointment with the DRC. The DRC generally meets on the first and third Monday night of each month at 7 pm at the Medway Public Library, 26 High Street.

**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/placement of signs, for their size and proportion, and for materials, messages and lighting. The Guidelines also describe common mistakes and things to avoid in designing signs. ■

## STEPS TO SECURE A SIGN PERMIT

Contact the Medway Planning office at 508-533-3291.

Discuss what type of signs are allowed and prohibited for your location. Obtain Medway's Sign Design Review Guidelines and the Design Review Committee's Sign Design Review application information.

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

Develop sign designs that are consistent with the Guidelines.  
<http://goo.gl/BTe80y>

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

The Town's Planning Coordinator will review the application for completeness. Once accepted, you will be contacted to schedule an appointment with the DRC.

There is no application fee to meet with the DRC.

Meet with the DRC to discuss the proposed sign(s) and brainstorm ways to enhance the sign's readability and design aesthetics. Both the business owner and the sign maker should plan to attend the DRC meeting.

The DRC follows the Sign Design Review Guidelines as the basis for its review and recommendations. A business owner is welcome to come back for additional work sessions with the DRC.

Within ten days after the meeting, unless the deadline is extended by mutual agreement, the DRC will provide you and the Inspector of Buildings with an advisory Letter of Recommendation (LOR).

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. Some signs may also need to secure an Electrical Permit for lighting.

Permit applications are completed and submitted online at:  
<http://goo.gl/YtdmAk>

The Medway Inspector of Buildings must issue permits within thirty days of application. There is a fee to secure a sign permit.

Upon receipt of a sign permit from the Town, the sign contractor may fabricate and install the authorized sign.