



ZONING BOARD OF APPEALS

TOWN HALL • 525 WASHINGTON STREET • WELLESLEY, MA 02482-5992

RICHARD L. SEEDEL, CHAIRMAN
J. RANDOLPH BECKER, VICE CHAIRMAN
DAVID G. SHEFFIELD

LENORE R. MAHONEY
EXECUTIVE SECRETARY
TELEPHONE
(781) 431-1019 EXT. 2208

ROBERT W. LEVY
WALTER B. ADAMS
DEREK B. REDGATE

SUBMITTAL PACKET - SPECIAL PERMIT - SIGN

- I. Preliminary Submittal to Design Review Board. Contact Erin Heacock, Design Review Board Administrator, for details (431-1019, X 2238).
- II. Recommendations of Design Review Board. After meeting with applicant, Design Review Board will submit recommendations in writing to applicant and to the Zoning Board of Appeals.
- III. Final Submittal to Board of Appeals.
 - A. Application form for a Special Permit/Variance.
 - B. Drawings of Proposed Sign (7 copies): Indicate size, color, lettering, type of exterior materials.
 - C. Location Plan (7 copies):
 - 1) Wall signs: drawings of building showing the proposed placement of the sign.
Scale: 1/16" = 1' or larger.
 - 2) Standing signs:
 - a. Drawing or plot plan indicating distance of sign from the building or property lines.
 - b. Drawing of sign in its proposed location showing all adjacent existing signs and buildings. Scale: 1/16" = 1' or larger.

All plans must contain name and address of applicant and date of plan.

- D. Photographs: (1 copy) Color photographs to clearly show the proposed site and surrounding properties and any existing signs on the property in question.
- E. Justification: a brief statement justifying the request for a special permit and explaining the sign regulations which would apply to the request.
- F. Written endorsement by property owner must be submitted if property owner is to be represented at the public hearing by an agent.
- G. Fee: \$300.00 payable to the Town of Wellesley.
- H. Fee: \$25.00 payable to the Town of Wellesley for Publication & Mailing Costs.

(One check may be made payable to the Town of Wellesley for the Special Permit fee & mailing costs)

THE BOARD WILL NOT ACCEPT ANY APPLICATIONS UNTIL A FINAL RECOMMENDATION HAS BEEN RECEIVED FROM THE DESIGN REVIEW BOARD.

THE BOARD RECOMMENDS THAT THE PETITIONER REVIEW THE ZONING BOARD OF APPEALS RULES AND REGULATIONS.



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Date: _____

ZBA: _____

Table with 3 columns: Petition for, Residential Fee, Commercial & Municipal Fee. Rows include Variance, Special Permit, Appeals, etc.

Property Location: _____ Zoning District: _____

Property located in a: Historic District [] Yes [] No
Wetlands Protection Area [] []
Water Supply Protection District [] []

Applicable Section(s) of the Zoning Bylaw: _____

Explanation of Request: _____

Requested Relief:

Lot Area Front Yard Depth (Street Setback)
Lot Coverage Side Yard Width (Side Line Setback)
Frontage Rear Yard Depth (Rear Line Setback)
Front Yard Width Other

OWNER OF PROPERTY/PETITIONER: _____

MAILING ADDRESS: _____

PHONE: WORK: _____ HOME: _____

SIGNATURE OF OWNER: _____

AGENT FOR OWNER: _____

MAILING ADDRESS: _____

PHONE: WORK: _____ HOME: _____

SIGN INFORMATION

Number of Signs

Type	<u>Illumination</u>	<u>Height</u>	<u>Width</u>	<u>Setback</u>	<u>Sq Ft/</u>	<u>Height</u>	<u>Total Area</u>
	<u>Internal/External</u>				<u>Panel</u>	<u>Above</u>	
						<u>Ground</u>	
Standing:	_____	_____	_____	_____	_____	_____	_____
	<u>Illumination</u>	<u>Height</u>	<u>Width</u>	<u>Area</u>	<u>Height</u>	<u>% of</u>	<u>% of</u>
	<u>Internal/External</u>				<u>Above</u>	<u>Façade</u>	<u>Window</u>
					<u>Ground</u>		
Wall:	_____	_____		_____		_____	
Window:	_____	_____		_____		_____	_____
Awning:							
Perpendicular:							