



ZONING BOARD OF APPEALS
888 WORCESTER STREET • SUITE 160 • WELLESLEY, MA 02482

J. RANDOLPH BECKER, CHAIRMAN
ROBERT W. LEVY, VICE CHAIRMAN
DAVID G. SHEFFIELD

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

WALTER B. ADAMS
DEREK B. REDGATE
PETER COVO

SUBMITTAL PACKET - SPECIAL PERMIT - SIGN

I. Preliminary Submittal to Design Review Board. Contact 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.

TIMELINE AFTER APPROVAL AT A PUBLIC HEARING

1. 14 calendar days from date of hearing for Board members to approve a written decision
2. On 14th day after public hearing, decision is time stamped in the Town Clerk's Office – 20 day appeal period begins
3. After lapse of appeal period - certification by the Town Clerk that no appeals have been filed
4. Recording at the Norfolk County Registry of Deeds, Dedham, MA
5. Submittal of recording slips from Registry of Deeds to Town Clerk, Inspector of Buildings and Zoning Board of Appeals Office



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Date: _____

ZBA: _____

Petition for:	<u>Residential Fee</u>	<u>Commercial & Municipal Fee</u>
Variance	_____	\$200
Special Permit	_____	\$200
Special Permit/Findings	_____	\$200
Special Permit Renewals	_____	\$150
Signs	_____	\$300
Site Plan Approval without PSI	_____	\$2,000 & Fire Department Consulting Fee
Site Plan Approval with PSI	_____	\$3,500
Appeals	_____	\$300
Comprehensive Permit	_____	\$750
Publication & Mailing Fees/All Petitions	\$25	\$25
Petitioner assumes all costs for Peer Review		

Property Location: _____ Zoning District: _____

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

Prior Zoning Decisions: Special Permit/Finding: Variance: _____

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 PETITIONER (PLEASE PRINT): _____

MAILING ADDRESS: _____

PHONE: WORK: _____ HOME: _____

EMAIL ADDRESS: _____

SIGN INFORMATION

Number of Signs

Type	Illumination	Height	Width	Setback	Sq Ft/ Panel	Height Above Ground	Total Area
	<u>Internal/External</u>						

Standing:	<hr/>						
	-	-	-	-	-	-	-

Illumination	Height	Width	Area	Height Above Ground	% of Façade	% of Window
<u>Internal/External</u>						

Wall:	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	-	-	-	-	-	-

Window:	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	-	-	-	-	-	-

Awning:

Perpendicular

: