

# DESIGN REVIEW ADVISORY BOARD

Review Application Packet (March 2010)

Prospective applicants for the Design Review Advisory Board will find most of the information necessary for making an application and submitting materials in this packet. It includes:

1. Schedule of Meetings and Deadlines for Applications (p. 1)
2. Step by Step Process for DRAB and Signs Specifically (p. 2-3)
3. Building Department Sign Application (p. 4)
4. Application Form (p. 5-6)
5. Sign Supplemental Forms (p. 7)
6. Checklist of Submission Materials (p. 8-9)

## Schedule of Meetings

### DRAB 2011 SCHEDULE

MEETING DATE	APPLICATION DEADLINE	LOCATION
Wednesday, January 5, 2011	Monday, December 27, 2010	LCR
Wednesday, February 2, 2011	Monday, January 24, 2011	LCR
Wednesday March 2, 2011 (tentative)	Monday, February 21, 2011	LCR
Wednesday, April 6, 2011	Monday, March 28, 2011	LCR
Wednesday, May 4, 2011	Monday, April 25, 2011	LCR
Wednesday, June 1, 2011	Monday, May 23, 2011	LCR
Wednesday, July 6, 2011	Monday, June 27, 2011	LCR
Wednesday, August 3, 2011	Monday, July 25, 2011	LCR
Wednesday, September 7, 2011	Monday, August 29, 2011	LCR
Wednesday, October 5, 2011	Monday, September 26, 2011	LCR
Wednesday, November 2, 2011	Monday, October 24, 2011	LCR
Wednesday, December 7, 2011	Monday, November 28, 2011	LCR

Please make note of application deadlines. **These dates are firm and no application will be accepted for an upcoming meeting within the one (1) week review period.**

Only supplemental materials specifically requested by the Board or review staff or corrections to previous submitted materials will be permitted up until one week prior to the meeting.

## Contact Information

Please direct any questions to the Town of Dedham Planning & Zoning Office:

Address: 26 Bryant Street, Dedham, MA 02026

Planning Director: 781-751-9241

Administrative Assistant: 781-751-9242; [swebster@dedham-ma.gov](mailto:swebster@dedham-ma.gov)

# Design Review Advisory Board (DRAB) Application Process and Procedures

**Authority:** Design Review Advisory Board (DRAB)

**Guiding Regulations:** Zoning By-Law of the Town of Dedham §9.6

**Step 1: Pre-Application Review:** Applicant can request a pre-application discussion with the Town Planner and/or DRAB (recommended). This can include the Administrative Assistant to discuss specific application guidelines and requirements. At this meeting, the developer can share ideas related to the proposed application and the Town Planner can offer suggestions for preparation for the application process. While not required, this is a highly recommended step which can streamline the process and avoid mistakes and omissions on the part of the applicant. The applicant may choose to voluntarily adopt the recommendations that arise as part of the discussion. If this occurs, the applicant shall submit a letter to the DRAB indicating voluntary adoption of criteria.

**Step 2: Determination of Jurisdiction:** During pre-application review or at other such time, the pending application shall be reviewed to determine whether it shall be subject to the jurisdiction of DRAB and be required to submit an application. The following project typologies shall be submitted to DRAB:

1. All new construction, additions to, and exterior alterations of existing buildings in CB, GB, HB, LB, LMA, LMB, and RDO districts plus all wireless communications projects located within the wireless overlay district;
2. All new signage or alterations of existing signs in CB, GB, HB, LB, LMA, LMB, and RDO districts;
3. All projects located in RDO, PC, PR, or LM subject to parking plan approval, site plan review, major nonresidential project, or requiring special permit or variance from the ZBA.

Determine also whether project is one of the following:

- |  |   |  |
|--|---|--|
| <i>1. Minor Project</i> <ol style="list-style-type: none"><li>a. Storefront</li><li>b. Awning</li><li>c. Sign</li><li>d. Other</li></ol> | <i>2. Major Project</i> <ol style="list-style-type: none"><li>a. New building</li><li>b. Building renovation</li><li>c. Site/Parking Plan</li></ol> | <i>3. Wireless Project</i> <ol style="list-style-type: none"><li>a. New Wireless Facility</li><li>b. Replacement of equipment</li><li>c. New co-location</li></ol> |
|--|---|--|

**Step 3: Sign Permit and Sign Bylaw Compliance:** Applicant must complete and submit a sign application and receive a copy of the application along with a determination from the Building Commissioner that the sign(s) as proposed meet the requirements of the sign bylaw. The copy of the application and the Commissioners determination shall be included with a formal DRAB application filing (Step 4).

**Step 4: Filing of Formal Application:** Using the DRAB Application packet, the applicant shall file a complete application as per the requirements of §9.6 of the Zoning By-Laws and checklist accompanying the application by bringing a completed application packet in to the Planning Board Administrative Assistant for submission.

**Note:** DRAB meets the last Wednesday of every month. Applications to be heard are due no later than end-of-day on the Tuesday two weeks prior.

**Step 5: Application Completeness Review:** The Administrative Assistant shall conduct a completeness review to ensure that all required elements are present. No plan shall be deemed to have been officially submitted to DRAB and time stamped until the submission materials including the plan, required applications, forms, fees, and other materials. The **official submission date**, whether plans are plans delivered at a meeting or sent by registered mail, is the delivery date. Upon finding that the application is complete, the application shall be time-

stamped. Note that for relief or waivers from the ZBA, a copy of the submitted application should be filed with the DRAB.

**Step 6: Distribution of Plans:** The Administrative Assistant shall distribute the application packet to the Town Planner.

**Step 7: Add to Agenda:** The Town Planner shall place the application as an agenda item on the next available DRAB meeting which are held on the first Tuesday of each month at 7:00 p.m. Availability shall be determined both by time requirements of DRAB and other application timelines.

**Step 8: Review of Plans:** The Town Planner shall conduct a review of the submitted materials and prepare a findings memo (see Appendix J for example findings memo). This memo shall consist of relevant project data and criteria and include any recommendations for DRAB's consideration.

**Step 9: Distribution of Packets:** The Town Planner shall finalize the findings memo, prepare packets, and send each Board member the following items in their distribution packet:

1. Copy of application
2. Reduced size set of plans (should be added to Form X)
3. Town Planner's memo

Packets should be mailed provided that at least one (1) week lead time is available.

**Step 10: Posting of Meeting:** For all meetings of the DRAB, notice of the meetings shall be posted at the bulletin board adjacent to the Town Clerk's office and outside of the Planning Board office. This shall be done no less than 48 hours prior to a scheduled meeting and consist of preparation of a meeting notice form (see Appendix J for example), having four (4) copies of the form time-stamped by the Town Clerk's office, and requesting the Clerk to post the notice. Send two (2) copies of notice to the Library. Also send meeting notice/agenda to:

1. Applicant
2. Precinct chairpersons
3. Town Clerk
4. Town Administrator/Board of Selectmen

**Step 11: Written Recommendation:** A recommendations letter (see example in Appendix E) shall be generated by the Town Planner. Said letter shall be forwarded to the members of DRAB for review and approval as to form and content. Upon a finding by DRAB that the decision letter is adequate, they shall sign the letter. The Town Planner or designee shall copy and distribute the decision letter to:

1. Applicant
2. Property Owner
3. Building Official (with plans and application)
4. Planning Board
5. Town Administrator/Board of Selectmen
6. Case-file (original)

Note that for ZBA cases, the written recommendation must be provided by DRAB to the ZBA at least seven (7) days prior to the ZBA public hearing date.

**END PROCESS**



**TOWN OF DEDHAM  
SIGN PERMIT APPLICATION  
Form 3**  
A separate application is needed for  
each sign on the property

Permit #:

Date Granted:

Fee Paid:

1. Address of Property:	
2. Property Owner's Name:	Phone #
3. Property Owner's Address: Street:	
City, State & Zip Code:	
4. Sign Contractor's Name:	Phone #
5. Sign Contractor's Address: Street:	
City, State & Zip Code	
6. Sign Engineer's Name (if applicable):	
7. Sign Engineer's Address: Street:	
City, State & zip Code:	
8. Zoning District of Property: SRA; SRB; GR;CB; HB; LB; GB; LMA; LMB; AP; RDO; PC; SC (circle one)	
9. Type of Sign: ( ) Free Standing ( ) Wall Mount ( ) Window ( ) Miscellaneous	
10. Setbacks (provide for free standing sign): front yard setback _____ Left sideyard setback _____ Right sideyard setback _____	
11. Size of Sign: width _____ Length _____	12. Sign area (sq. ft):
13. Height of sign above grade _____ Ft.	
14. Provide the <b>total</b> sign area for <b>all</b> signs allowed on the property (sq. ft)	
15. % of wall area that sign occupies (for wall signs only)	
16. Type of Illumination: ( ) Internal ( ) External ( ) No illumination <b>Note: All Illuminated Signs also require a wiring permit from a licensed electrician</b>	
17. Type of lighting: ( ) Fluorescent ( ) Incandescent ( ) LED	
18. Does this sign require Design Review Advisory Board Review? ( ) yes ( ) no	
19. Is a Board of Appeals Decision part of this application? ( ) yes ( ) no	
20. Will the proposed sign conform to the Town of Dedham Sign Code, the Town of Dedham Zoning Bylaws, the Massachusetts State Building Code, and all applicable laws and regulations? ( ) yes ( ) no	
21. Total Cost of Sign(s) (including installation) \$ _____	
22. This application is a true statement signed under the penalties of perjury:	
Signature of Owner/Authorized Agent:	Today's Date:
Print Name Here:	

<p align="center"><b>DESIGN REVIEW ADVISORY BOARD</b></p> <p align="center">Mollie Moran, Chair Paul D. Corey John Haven Steven Davey Robert Taraschi</p>	<p align="center"><b>DEDHAM TOWN HALL</b></p> <p align="center">26 Bryant Street Dedham, Ma 02026 (781) 751-9241 Tel (781) 751-9225 Fax <a href="mailto:webster@dedham-ma.gov">webster@dedham-ma.gov</a></p>	
DRAB FILE #		
PROJECT NAME		<b>FEE: \$25.00</b>
PROJECT ADDRESS		
APPLICATION DATE	MAP/PARCEL#	
<b>I. PROPERTY INFORMATION</b>		
<ul style="list-style-type: none"> <li>If applicant is business owner, please provide property owner information also.</li> <li>If applicant is property owner, provide list of businesses which occupy or will occupy the property.</li> </ul>		
<b>BUSINESS OWNER</b>	<b>PROPERTY OWNER</b> <input type="checkbox"/> Check here if same as business owner	
NAME:	NAME:	
ADDRESS:	ADDRESS:	
PHONE:	PHONE:	
FAX:	FAX:	
BUSINESS PHONE:	BUSINESS PHONE:	
E-MAIL:	E-MAIL:	
<b>II. PROJECT INFORMATION</b>		
<b>Project zoning district:</b> <input type="checkbox"/> SRA <input type="checkbox"/> SRB <input type="checkbox"/> GR <input type="checkbox"/> CB <input type="checkbox"/> LB <input type="checkbox"/> GB <input type="checkbox"/> HB <input type="checkbox"/> LMA <input type="checkbox"/> LMB <input type="checkbox"/> AP/RDO <input type="checkbox"/> PC <input type="checkbox"/> SC <input type="checkbox"/> OTHER		
<b>Building type:</b> <input type="checkbox"/> Free standing commercial   <input type="checkbox"/> Commercial buildings of residential character   <input type="checkbox"/> 1-3 story commercial w/continuous storefront		
<b>Project type:</b> <b>Major:</b> <input type="checkbox"/> New building/addition <input type="checkbox"/> Exterior renovation <input type="checkbox"/> Site <input type="checkbox"/> Other <b>Minor:</b> <input type="checkbox"/> Storefront <input type="checkbox"/> Sign <input type="checkbox"/> Awning <input type="checkbox"/> Other (For signs, please complete information on following pages). <b>Wireless:</b> <input type="checkbox"/> New Wireless Facility <input type="checkbox"/> Replacement of equipment <input type="checkbox"/> New co-location		
<b>ZBA Application:</b> <input type="checkbox"/> Not Required <input type="checkbox"/> Required    Hearing Date _____    Waivers Requested _____		
<b>Building Commissioner Review:</b> Received and attached Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>III. APPLICATION PACKET CHECKLISTS:</b> See <b>Page 8-9</b> for checklists for both Major and Minor projects and Wireless Communications projects		
<b>IMPORTANT NOTE</b>		
<b>Packets should be submitted electronically with Adobe Acrobat (pdf) files of cover letters, application forms, graphics, and other supporting materials (PLEASE SEE APPLICATION CHECKLIST ON PAGE 8).</b>		
<b>However, if you will be submitting your application as a hard copy, be sure to include six (6) complete sets of checklist materials (see Page 2) and please still try to provide a pdf file of the plans. A hard copy submittal w/o all six (6) sets will be deemed incomplete.</b>		
<b>Other boards to review project:</b> <input type="checkbox"/> Planning Board <input type="checkbox"/> Board of Appeals <input type="checkbox"/> Conservation Commission <input type="checkbox"/> HDC <input type="checkbox"/> None		
<b>It is required</b> that the application and drawings be reviewed by the Building Department prior to submission to the Design Review Board to assure that the project complies with the Dedham Sign Code and Dedham Zoning Bylaws		

Applicant Name \_\_\_\_\_ Applicant Signature \_\_\_\_\_

Applicant Affiliation/Company \_\_\_\_\_ Date \_\_\_\_\_

Property Owner    Business Owner    Other   Phone \_\_\_\_\_

**Note: If applicant is not the owner, a letter from the property owner must be included that acknowledges their permission to pursue this change.**

**Please send or deliver application materials to:** [swebster@dedham-ma.gov](mailto:swebster@dedham-ma.gov) and [cryan@dedham-ma.gov](mailto:cryan@dedham-ma.gov) or to Design Review Advisory Board, Dedham Planning Board Office, Room 116, Dedham Town Hall, 26 Bryant Street, Dedham, MA 02026. **The application will not be deemed complete until all materials requested in Sections III/IV above are received.** DRAB meetings are usually held on the last Wednesday of each month unless otherwise posted. (check with the Town Planner's Office). Completed applications must be received seven (7) days prior to the hearing in order to be scheduled. At the discretion of the Committee Chair, smaller projects may be accepted for hearings within the seven (7) day review period.

### Sign Review Application Supplemental Requirements (For Sign Applications Only)

Total New Sign Package				
From all of the individual sign worksheets, please provide the following information:				
Sign#	Sign Name	Sign Area (s.f.)	Sign Dimensions (feet + inches)	Zoning District
Sign 1				
Sign 2				
Sign 3				
Sign 4				
Sign 5				
Sign 6				
Sign 7				
Sign 8				

Supplemental Information: Please provide the following information with any DRAB sign application:

1. Site plan showing location of sign on the property
2. Site photographs showing existing conditions including full building facades (this includes multiple tenant buildings)
3. Scaled drawings (see below for additional detail)

Please contact the Planning & Zoning office with any questions at 781-751-9240 or [swebster@dedham-ma.gov](mailto:swebster@dedham-ma.gov)

# Design Review Advisory Board

## Sign Review Application Supplemental Requirements

Please identify and describe any and all signs that you are applying for. Use one sheet per sign (for example, two wall signs, one pylon sign, and three window signs would require 6 separate sheets).

**Sign#** \_\_\_\_\_

**Description** (what is the purpose and content of the sign...for example, a commercial building sign for Nike world headquarters).

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### Type

**Freestanding:**  Residential |  Pole/Pylon |  Monument |  Incidental |  Identification

**Wall Mount:**  Awning |  Building Marker |  Identification |  Incidental |  Marquee |  Projecting |  Projecting |  Residential |  Wall Sign

**Window:**  Applied Lettering |  Sign Panel

**Miscellaneous:**  Banner |  Flag |  Temporary Sign or Banner (note length of time sign will be posted\_\_\_\_\_)

Proposed Sign Dimensions Height \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_ Area (s.f.) \_\_\_\_\_

Is sign illuminated?  Yes  No | If yes, please explain how:

Internal  External Projecting  Neon  Other

### Zoning District

- Single Residence A (SRA)/Single Residence B (SRB)/General Residence (GR)
- Central Business (CB)
- Local Business (LB)/General Business (GB)
- Highway Business (HB)
- Limited Manufacturing A (LMA)/Limited Manufacturing B (LMB)
- Administrative & Professional (AP)/Research, Development, Office (RDO)
- Planned Commercial (PC)
- SC
- OTHER \_\_\_\_\_

### Photographs and Renderings

- All photographs of existing conditions, building facades, and other relevant site elements included
- All renderings of signs, site plans, and other detail sheets included

Contact Information: Please contact Planning & Zoning with any questions at 781-751-9240 or [webster@dedham-ma.gov](mailto:webster@dedham-ma.gov)

## Design Review Advisory Board

### DESIGN REVIEW ADVISORY BOARD CHECKLIST FOR APPLICATIONS

The following must be included with all **Major Design Review Advisory Board applications**, which include:

1. **New buildings**
  2. **Building renovations, and**
  3. **Site or parking plans:**
- Completed application form
  - Owner affidavit.** A letter from the owner indicating that the proposed modifications is acceptable to the owner and may be erected if recommended by DRAB and approved by Building Commissioner.
  - Six (6) sets of scaled drawings including:**
    - Site and Parking Plan;
    - Architectural Building Plans and Elevations;
    - Zoning Map (from Dedham Web GIS); and
    - Other drawings as required.
  - Six (6) sets of site photos** showing project property and adjacent buildings and/or sites; existing conditions; and other relevant site or area elements. Photographs shall be submitted on paper sized at 8.5" x 11" with index numbers and description and shall not be raw photographs unless submitted at full letter size.
  - Six (6) sets of supporting materials:** Additional information that illustrates the proposed design intentions. At a minimum, this shall include a narrative description of the project either in a cover letter or other document. The narrative description should include reference to site location, size, and other characteristics (i.e. zoning classification); project details including dimensions and other relevant information; and any special circumstances or requests related to the application.
  - Six (6) sets of samples:** Color, finish, and material samples and/or manufacturer's product specifications. Large sample palates may allow for one sample and six (6) color photographs of the sample.
  - Acrobat (pdf) files of all plans, maps, and photographs.**
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The following must be included with all **Minor Design Review Advisory Board applications**, which include:

1. **Storefronts**
  2. **Awnings**
  3. **Signs, and**
  4. **Other:**
- Completed **application form**
  - Owner Affidavit.** A letter from the owner indicating that the proposed sign is acceptable to the owner and may be erected if recommended by DRAB and approved by Building Commissioner.
  - A **narrative description** of the project either in a cover letter or other document. The narrative description should include reference to site location, size, and other characteristics (i.e. zoning classification); project details including dimensions and other relevant information; and any special circumstances or requests related to the application

- One (1) set of scaled drawings** including:
  - Building or sign elevations showing proposed work with dimensions, materials, colors, and finished noted;
  - Site plan or sketch showing location of proposed site element with dimensions;
  - Other drawings as required.
- One (1) set of site photos** showing project property and adjacent buildings and/or sites. Photographs must depict the complete façade where signs are to be erected plus the complete building if multi-tenant storefront. Photographs shall be submitted on paper sized at 8.5" x 11" with index numbers and description and shall not be raw photographs unless submitted at full letter size.
- One (1) set of optional materials:** Additional drawings, photos, etc., which illustrates proposed design intentions, color, finish, and material samples and/or manufacturer's product specifications.
- Acrobat (pdf) files of all plans, maps, and photographs**

The following must be included with all **Design Review Advisory Board** applications for **Wireless Communications Facilities**, which include:

1. **New Wireless Facility**
  2. **Replacement of equipment**
  3. **New co-location**
- Completed application form
  - A **narrative description** of the project either in a cover letter or other document. The narrative description should include reference to site location, size, and other characteristics (i.e. zoning classification); project details including dimensions and other relevant information; and any special circumstances or requests related to the application.
  - Six (6) sets of scaled drawings including:**
    - Site and Parking Plan;
    - Architectural Building Plans and Elevations;
    - Zoning Map (from Dedham Web GIS); and
    - Other drawings as required.
  - Six (6) sets of site photos** showing project property and adjacent buildings and/or sites; existing conditions; and other relevant site or area elements. Photographs shall be submitted on paper sized at 8.5" x 11" with index numbers and description and shall not be raw photographs unless submitted at full letter size.
  - Six (6) sets of supporting materials:** Additional information that illustrates the proposed design intentions.
  - Six (6) sets of manufacturer's product descriptions and specifications:** This should include color, finish, and material samples and/or manufacturer's product specifications.
  - Acrobat (pdf) files of all plans, maps, and photographs.**

### IMPORTANT NOTES

- Applications for the next hearing will be accepted **no later than one (1) week before the scheduled meeting date** to allow proper time for posting of the meeting with the Town Clerk and review of materials.
- Application fee of **\$25.00** must be received with the completed application.
- All applications must provide evidence of property owner authorization.
- Packets should be submitted electronically with Adobe Acrobat (pdf) files of cover letters, applications forms, graphics, and other supporting materials. If you are submitting your Major application as a hard copy, be sure to include **SIX (6) complete sets** of the checklist materials and provide a pdf file of the plans as well.
- **Any application submittals without all sets of all required information will be deemed incomplete and the application will not be added to the agenda.**