

# DESIGN REVIEW ADVISORY BOARD

## Review Application Packet

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 (pp. 2-3)
3. Application Form (p. 4-5)
4. Sign Supplemental Forms (pp. 6-7)
5. Checklist of Submission Materials (p. 8-10)

### Schedule of Meetings

Application Deadline	Meeting Date
Tuesday, December 29, 2009	Tuesday, January 5, 2010
Tuesday, January 19, 2010	Wednesday, January 27, 2010
Tuesday, February 16, 2010	Wednesday, February 24, 2010
Tuesday, March 23, 2010	Wednesday, March 31, 2010
Tuesday, April 20, 2010	Wednesday, April 28, 2010
Tuesday, May 18, 2010	Wednesday, May 26, 2010
Tuesday, June 22, 2010	Wednesday, June 30, 2010
Tuesday, July 20, 2010	Wednesday, July 28, 2010
Tuesday, August 17, 2010	Wednesday, August 25, 2010
Tuesday, September 21, 2010	Wednesday, September 29, 2010
Tuesday, October 19, 2010	Wednesday, October 27, 2010
Tuesday, November 30, 2010	Tuesday, December 7, 2010

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; [cryan@dedham-ma.gov](mailto:cryan@dedham-ma.gov)

Administrative Assistant: 781-751-9240; [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. 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 scrutinized 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 SDRAB:

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>  | <i>2. Major Project</i>   | <i>3. Wireless 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> | <ol style="list-style-type: none"><li>a. New building</li><li>b. Building renovation</li><li>c. Site/Parking Plan</li></ol> | <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: 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 first (1<sup>st</sup>) Tuesday of every month. Applications to be heard are due no later than end-of-day on the Tuesday two weeks prior.

**Step 4: 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 5: Distribution of Plans:** The Administrative Assistant shall distribute the application packet to the Town Planner.

**Step 6: 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 7: 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 8: 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 9: 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. 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 10: 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
6. BOS
7. 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**

**DESIGN REVIEW ADVISORY BOARD**

Mollie Moran, Chair  
 Martha Abdella  
 Mabel Maria Herweg  
 Paul D. Corey  
 Russell T. Glen

**DEDHAM TOWN HALL**

26 Bryant Street  
 Dedham, Ma 02026  
 (781) 751-9241 Tel  
 (781) 751-9225 Fax  
[swebster@dedham-ma.gov](mailto:swebster@dedham-ma.gov)



PROJECT NAME

**FEE: \$25.00**

PROJECT ADDRESS

APPLICATION DATE

MAP/PARCEL#

**I. PROPERTY INFORMATION**

- If applicant is business owner, please provide property owner information also.
- If applicant is property owner, provide list of businesses which occupy or will occupy the property.

**BUSINESS OWNER****PROPERTY OWNER**  Check here if same as business owner

NAME:

NAME:

ADDRESS:

ADDRESS:

PHONE:

PHONE:

FAX:

FAX:

BUSINESS PHONE:

BUSINESS PHONE:

E-MAIL:

E-MAIL:

**II. PROJECT INFORMATION**

**Project zoning district:**  SRA  SRB  GR  CB  LB  GB  HB  LMA  LMB  AP/RDO  PC  
 SC  OTHER

**Building type:**

- Free standing commercial  
 Commercial buildings of residential character  
 1-3 story commercial w/continuous storefront

**Note that storefront buildings of four (4) tenants or more require the filing of a sign package program with DRAB)**

**Project type:**

- Major:**  New building/addition  Exterior renovation  Site  Other  
**Minor:**  Storefront  Sign  Awning  Other (For signs, please complete information on following pages).  
**Wireless:**  New Wireless Facility  Replacement of equipment  New co-location

**ZBA Application:**  Not Required  Required Hearing Date \_\_\_\_\_ Waivers Requested \_\_\_\_\_

**III. APPLICATION PACKET CHECKLISTS:** See **Page 8-9** for checklists for both Major and Minor projects and Wireless Communications projects

**IMPORTANT NOTE**

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**).

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.

**Other boards to review project:**  Planning Board  Board of Appeals  Conservation Commission  HDC  None

**It is recommended** 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.

# Design Review Advisory Board

## Sign Review Application Supplemental Requirements – Page 1 of 2

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 [swebster@dedham-ma.gov](mailto:swebster@dedham-ma.gov)

## Design Review Advisory Board

### Sign Review Application Supplemental Requirements – Page 2 of 2

<b>Sign Data</b>	
Total Number of Signs Presently On Site (please provide separate list with s.f.)	
Total Number of Signs Proposed for Site (total after new signage):	
Total Number of Signs Proposed to be Erected (what you propose):	
Total Number of Signs Proposed to be Removed or Replaced:	
Total Existing Square Footage of Signs:	
Total Proposed Square Footage of Signs:	
Total Street Frontage Applicable to Sign Calculations:	
Total Wall Area (square feet - for walls containing signs)	
Total Square Footage of Other Approved Signs Existing on Site	
Total Eligible Sign Square Footage:	

<b>Total New Sign Package</b>				
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				

**Note that any:**

1. Multi-tenant storefront building containing individual signs for tenants with four or more tenants, and/or
2. Any sign package exceeding ten (10) signs

must provide the Design Review Advisory Board with a sign program package for the property or development that includes the following:

1. Site plan showing location of each sign with a key to each sign
2. Elevation details for all signs including pylon signs, freestanding signs, and wall signs.
3. Wall signs to be located across a storefront façade shall include a framing element indicating what portion of the facade the signs shall be limited to
4. A detailed table providing the sign area calculations required as part of this application.

Please check here  if either criteria applies. File Number of Authorized Sign Program: \_\_\_\_\_

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

1. Site plan showing location of sign on the property and the frontage used for calculating permitted sign area
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 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
  - 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 and Owner Information.** For signage on multi-tenant buildings, this will require a sign package from the owner that includes the following information:
    1. A site plan of the property showing the location of all signs (which shall be assigned numbers that can be keyed into a table listing of the signs), dimensions including frontage in linear feet and location of freestanding and pylon signs from right-of-way;
    2. Photographs and/or renderings of all facades showing all signage (keyed to site plan);

3. List of all signs in tabular form that shall include name of sign, sign dimensions, sign square footage. This table should also provide other relevant dimensions including linear feet of street frontage and square footage of wall area where signs are located. Below is an example of such a table:

Sign Name	Sign Type	Sign Dimensions	Sign Sq. Ft.	Sign Height
Space 1- Dunkin Donuts	Wall	12'3" x 2'9"	33.69 s.f.	NA
Space 2 - VitaHealth	Wall	11'9" x 2'9"	32.31 s.f.	NA
Space 3 - KFC	Wall	12'0" x 2'9"	33.00 s.f.	NA
Pylon Sign 1	Pylon	15'6" x 5'0"	77.5 s.f.	19'3"
Pylon Sign 2	Pylon	5'0" x 1'0"	5 s.f.	19'3"
Pylon Sign 3	Pylon	5'0" x 1'0"	5 s.f.	19'3"
Total Sign Area →			186.50 s.f.	
Total Street Frontage →			105.10 l.f.	
Allowable Sign Area (frontage x district multiplier)			210.20 s.f.	✓
Wall Area of Walls Containing Signage →			1200 s.f.	
Allowable Sign Area (wall area x area multiplier)			240 s.f.	✓

- 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 Major application submittals without **all** sets of all required information will be deemed incomplete and the application will not be added to the agenda.