

DESIGN REVIEW PROCESS

In the Business one (B-1) district, review by the Design Review Board (DRB) must take place before a sign permit or a permit for exterior work can be issued. All exterior renovations, signs and awnings, are required to go through this process prior to the issuance of a Sign Permit or a Building permit from the building department.

A completed application must include:

- ☐ Scaled drawing or sketch of Sign (including dimensions)
- ☐ Color Scheme
- ☐ Letter Style (font)
- ☐ Letter Size
- ☐ Method of Attachment
- ☐ Method of Lighting (if any)
- ☐ Building Frontage (width of building on public way)
- ☐ Photograph of Building (current conditions)
- ☐ Photograph of Building (with proposed signage)
- A Narrative addressing the forgoing

Once an application has been deemed to be complete, it will be scheduled to be on the next DRB meeting agenda.

The Building Commissioner may require additional pertinent information to insure compliance with the Town of Marblehead Bylaws. If you are not familiar with the sign by law requirements or building requirements you may want to discuss with the Building department prior to meeting with the board.

The applicant or a representative (sign maker, designer, architect, contractor etc) is required to attend the DRB meeting to present and discuss the proposal.

Completed applications can be submitted to the email or address below:

Select Board Office
Abbot Hall
188 Washington Street
Marblehead, Massachusetts 01945
781.631.0000 telephone
781.631.8571 fax
wileyk@marblehead.org

**APPLICATION FOR DESIGN REVIEW
DESIGN REVIEW BOARD**

Return completed applications via mail or email to:

Kyle Wiley, Administrative Aide
Select Board Office, Abbot Hall
188 Washington Street
Marblehead, MA 01945
781.631.0000 - fax 781.631.8571
wileyk@marblehead.org

Business Name: _____

Site Address: _____

Assessor Map #: _____ Lot #: _____ Zoning District: B-1

Please indicate with an asterisk (*) persons to whom correspondence should be sent.

Name of Applicant: _____

Mailing Address: _____

Phone: _____ Email Address: _____

Owner of Property: _____ Phone: _____
(if other than applicant)

Mailing Address: _____

Architect, Designer, Engineer _____

Brief Description of Proposed Project: _____

I, the undersigned owner (or authorized agent) of the property herein described, hereby make application for design review of the proposal submitted and made in this application in accordance with the design review guidelines and hereby certify that the information given is true and correct.

Signature

Date

- ☐ Scaled drawing or sketch of Sign (including dimensions)
- ☐ Color Scheme
- ☐ Letter Style (font)
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APPLICATION FOR DESIGN REVIEW

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Business Name: _____

Site Address: _____

Date(s) of meeting (s): _____

Person (s) in Attendance: _____

Recommendations: _____

Action taken: _____
