



## ZONING BOARD OF APPEALS

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

RICHARD L. SEEDEL, CHAIRMAN  
CYNTHIA S. HIBBARD  
DAVID G. SHEFFIELD

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

J. RANDOLPH BECKER, VICE CHAIRMAN  
ROBERT W. LEVY  
DAVID L. GRISSINO

## SUBMISSION PACKET - SPECIAL PERMIT - SIGN

- I. Preliminary Submittal to Design Review Board. Contact Ethan Parsons, 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 other than petitioner.
  - 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 RECOMMENDS THAT THE PETITIONER REVIEW THE ZONING BOARD OF APPEALS RULES AND REGULATIONS.



ZONING BOARD OF APPEALS

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

RICHARD L. SEEGEL, CHAIRMAN
CYNTHIA S. HIBBARD
DAVID G. SHEFFIELD

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

J. RANDOLPH BECKER, VICE CHAIRMAN
ROBERT W. LEVY
DAVID L. GRISSINO

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: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE: WORK: \_\_\_\_\_ HOME: \_\_\_\_\_

SIGNATURE OF OWNER: \_\_\_\_\_

PETITIONER (If different than 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>1</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>1</u>				<u>Ground</u>		

Wall:	_____	_____		_____		_____	
		-		-		-	

Window:	_____	_____		_____		_____	_____
		-		-		-	-

Awning:

Perpendicular  
: