



DESIGN REVIEW BOARD

Revised September 2012

CITY OF BEVERLY

INSTRUCTIONS

- Complete this application form, including a **signature from the Zoning Enforcement Officer**.
- File **SIX (6) COPIES** of the completed application: application form and plans, sketches and photographs with the Planning Department.
- Please Note: An **APPLICATION FEE of \$2.00 per square foot** must be submitted at the time of filing.
- Attend the Design Review Board meeting to discuss your sign proposal.

COMPLETELY FILL OUT APPLICATION

Applicant's Name _____

Street _____ City _____ State _____ Zip _____

Telephone: Home _____ Business _____

Is applicant owner of the sign? Yes _____ No _____ Name _____

Property Owner _____

Street _____ City _____ State _____ Zip _____

Sign Maker _____

Address _____

1. Address where sign will be located _____

2. Zoning District _____ 3. Length of primary facade _____

4. Distance of building from Public Way _____

5. Name of road(s) sign(s) is intended to face _____

6. Number of establishments in building or complex _____

7. Type of sign(s):

- | | |
|---------------------------------------|--------------------------|
| A. _____ Wall Sign (primary façade) | E. _____ Awning Sign |
| B. _____ Wall Sign (secondary façade) | F. _____ Window Sign |
| C. _____ Freestanding Sign | G. _____ Other (explain) |
| D. _____ Projecting Sign | |

8. Size of Sign(s): A,B,C,D,E,F _____
(Circle Letter) Height Length Depth

A,B,C,D,E,F _____
(Circle Letter) Height Length Depth

<u>Window Signs Only</u>
Size of Window
Height: _____
Length: _____

9. Height of Letters: A, B, C, D, E, F _____
(Circle Letter)
A, B, C, D, E, F _____
(Circle Letter)

10. Height of Sign(s): A, B, C, D, E, F: Highest Point: _____ Lowest Point: _____
(Circle Letter)
A, B, C, D, E, F: Highest Point: _____ Lowest Point: _____
(Circle Letter)

11. Sign(s) to be constructed of: _____

12. Text of Sign(s): _____

13. Type of Illumination, Circle One: External Internal No Illumination

14. Color Scheme: Letters _____ Background _____

ATTACH THE FOLLOWING:

- a. sketch of sign in color (indicate lettering type, colors, materials, and dimensions),
- b. site plan (for freestanding sign only)
- c. photograph (indicating existing building)

I certify that to the best of my knowledge and belief that the information
in this application is true and complete.

Signature of sign owner or representative Date

Print name of sign owner or representative Date

Property owner's signature (if different) Date

**To be reviewed and checked by Zoning Officer before submission
to Design Review Board**

I have reviewed this application and the attached plan and have determined that the proposed signage
 complies with Zoning Ordinance.
 requires a variance(s).
 has received the required variances(s).

Zoning Enforcement Officer

Space below for official use only

Received by: _____ Date: _____

Amount paid: _____