

Design Review Board

Procedural Rules and Application Instructions

Applicants are encouraged to meet with the Design Review Board (DRB) for an informal discussion if they have questions of compliance or questions about the design of their proposed sign or building construction.

The Board generally meets on the first and third Mondays of each month, but at least once a month. A schedule is posted online at <http://needhamma.gov/drb> Applicants must call the Planning and Community Development Office at 781-455-7550 extension 222 to have their name and other pertinent information added to the meeting agenda.

There are four types of application and procedures for DRB approval, depending on the type of proposed project and location of the proposed project. They are:

- (1) Sign Applications, Awning Applications and Façade Renovations in all districts except Center Business Zoning District;
- (2) Projects under review by the Planning Board, such as site plan review, or a Major or Minor project;
- (3) Appeals to the Sign-By-Law and Design Review Board Special Permits; and
- (4) Needham Center Building Façade review.

Instructions for each of the above processes follow.

All applications shall be accompanied by the fee paid at the DRB meeting. Please refer to the Fee Schedule below.

Fee Schedule:

Please make checks payable to the “Town of Needham”.

Design Review Board review of projects undergoing submission to the Planning Board	No Fee
Signs Awnings only (no other façade changes)	\$25 each sign \$25 (any signage on the awning is additional \$25 per sign)
Façade renovations	\$25
Needham Center Façade renovations	\$100 plus newspaper posting fee
Sign – By – Law Appeals and Special Permits	\$25 plus \$2 per square foot plus newspaper posting fee

Helpful Information Regarding Signage:

The purpose of building signage is to identify a particular business in its location. It is not for the purpose of advertising aspects of the business, nor for the listing of website information or phone numbers. Installing that type of information on the building sign is discouraged. We recognize that sometimes a generic business name may require some additional description but it should be brief and clear and graphically secondary on the sign. The Board discourages use of white backgrounds in panel signs, especially on darker façade materials such as brick or on internally illuminated signs. Applicants sometimes want to install the logo that appears on their stationary or business card. Logos are designed for a different purpose and do not always translate well to a building sign. The Board urges caution to those considering this approach. Franchise businesses may have recommendations or requirements for signage that do not meet with the Sign By-Law or Board review standards. The Board may recommend modifications to the Franchise standard signage. The applicant should inform the Board if any additional approvals from the franchising business would be required and the Board will try to work with the applicant on possible interim solutions.

Instructions for Sign Applications and for Awning Applications and Façade Renovations in All Districts Except Center Business Zoning District

Applications for signage, and for awnings, must be on the Design Review Board agenda by the Wednesday of the week prior to the meeting. Applicants must call the Planning and Community Development Office at 781-455-7550 extension 222 to have their name and other pertinent information added to the meeting agenda. They will then appear before the DRB at the next scheduled meeting. For sign and awning applications, documents are not required to be submitted prior to the meeting. Applicants will bring the documents listed below to the DRB meeting.

Please bring to the DRB meeting **5 copies** of all information listed below for **each** proposed sign or awning:

1. Completed Design Review Board Application
2. Sign plan, section, and elevation. Scaled drawings of proposed sign, including:
 - a. All dimensions clearly labeled.
 - b. Example or samples of all colors that will be used.
 - c. Example or samples of materials, style, description, and any other pertinent information.
 - d. Mounting detail shown in cross-section.
 - e. Lighting detail with light source (if non-illuminated, provide note on drawings).
3. Façade plan: Scaled drawing of façade elevation with proposed sign or awning location indicated, including:

- a. Height and frontage measurements
 - b. Sign band with dimensions. Any other pertinent information.
 - c. Location of sign or awning on façade, with dimensions
 - d. Entrances, windows, architectural details, lights, etc.
 - e. Buildings with multiple tenants require drawing(s) or photo(s) of all store/business fronts including the applicants.
 - f. Also include recent photograph(s) of the façade with approximate size of sign indicated.
 - g. Also include recent photograph(s) of neighboring façades (on either side of faced with proposed sign) to show relationship to other existing signs, awnings, and facades.
4. Site plan: for ground-mounted signs, locate lot lines, buildings, signs, parking, driveways, etc.
 5. Check for \$25 for **each** sign or awning application, payable to the “Town of Needham”.

Instructions for Projects Under Review by the Planning Board

Applicants should submit the completed DRB Application Form to the Planning Board with their initial application for site plan review. Applications for projects undergoing site plan review, or major or minor project review before the Planning Board, **must** be on the DRB agenda the Wednesday of the week prior to the DRB meeting. Applicants must call the Planning and Community Development Office at 781-455-7550 extension 222 to have their name and other pertinent information added to the meeting agenda. For projects being reviewed by the Planning Board, the DRB does **not** require that supporting documents be submitted **prior** to their meeting.

Please submit all information listed below unless otherwise required by the Zoning By-Law.

Please submit six (6) complete sets of documents containing the following:

1. Completed Design Review Board Application
2. Scaled drawings showing
 - a. Site Plans and landscape plans
 - b. Building Plans, Elevations, and Sections with indications of materials used
 - c. Material samples of major building elements
 - d. Details of major architectural elements

Two (2) should be the format size required by Planning Board, four (4) may be a smaller size for DRB review.

3. One set of presentation photographs of existing building or site including surrounding areas.
4. Application materials listed in the Zoning By-Laws; Section 4.2.5 Planned Residential Development; 4.2.6 Residential Compound; 7.2 Building or Use Permits; or 7.4 Site Plan Review, if applicable.

Instructions for Appeals to the Sign-By-Law and for Design Review Board Special Permits

Appeals to the Sign-By-Law and for Design Review Board Special Permits require a hearing before the Design Review Board. Applicants for Appeals to the Sign-By-Law and for Design Review Board Special Permits shall discuss the proposal with the Building Department, who will then assist the Applicant in posting a legal notice in the newspaper to advertise for the hearing.

Applicants shall submit one copy of the entire DRB Application complete with plans to the Planning and Community Development Office when the public notice is posted in the newspaper to allow for review by interested parties.

PLEASE NOTE: Applicants shall submit the information previously described in the Instructions for Sign Applications and for Awning Applications and Façade Renovations in all districts except Center Business Zoning District.

Instructions for Façade Renovation applications in the Center Business Zoning District

Applications for sign, awning, and façade renovations in the Center Business Zoning District have their own specific requirements and procedures. Please see the specifics below.

The applicant shall perform the following:

1. Deliver one set of the completed application materials to the Planning and Community Development Office **not less than 30 days** before the DRB meeting date. Upon delivery the applicant will receive a public notice to be posted immediately in the project's front window or wall.
2. The Town will arrange for Notice of the meeting to be posted in the local newspaper at the applicant's expense and send the Notice to the Town Clerk for posting.
3. The applicant will appear before the DRB at the scheduled meeting. The project will either be Approved, Approved with Conditions, Disapproved, or continued for further study.
4. If approved with conditions, the drawings will be revised by the applicant and returned to the DRB as soon as possible for final stamped approval and then submitted as part of the Building Permit application. An electronic version of the final drawings should be submitted to aclee@needhamma.gov and elitchman@needhamma.gov. If the documents are too large to email, the applicant should inform us that he/she will share the files via our ftp site which holds the files for 7 days:
Web Site: <https://needhamma.sharefile.com>
Username: guest@needhamma.gov
Password: guest1471
The applicant does not need to attend an additional meeting unless specifically requested to do so by the DRB.
5. The DRB will be notified by the Building Department when there is a request for final inspection of the project. The DRB will review the work done and notify the Building Inspector that the work complies or does not comply with the approved DRB submission.

Please bring to the DRB meeting **5 copies** of all information listed below for **each** proposed sign or awning:

1. Completed Design Review Board Application
2. Sign plan, section, and elevation. Scaled drawings of proposed sign, including:
 - a. All dimensions clearly labeled.
 - b. Example or samples of all colors that will be used.
 - c. Example or samples of materials, style, description, and any other pertinent information.
 - d. Mounting detail shown in cross-section.
 - e. Lighting detail with light source (if non-illuminated, provide note on drawings).

3. Façade plan: Scaled drawing of façade elevation with proposed sign or awning location indicated, including:
 - a. Height and frontage measurements
 - b. Sign band with dimensions. Any other pertinent information.
 - c. Location of sign or awning on façade, with dimensions
 - d. Entrances, windows, architectural details, lights, etc.
 - e. Buildings with multiple tenants require drawing(s) or photo(s) of all store/business fronts including the applicants.
 - f. Also include recent photograph(s) of the façade with approximate size of sign indicated.
 - g. Also include recent photograph(s) of neighboring façades (on either side of faced with proposed sign) to show relationship to other existing signs, awnings, and facades.
4. Site plan: for ground-mounted signs, locate lot lines, buildings, signs, parking, driveways, etc.
5. Check for \$25 for **each** sign or awning application, payable to the “Town of Needham”.



TOWN OF NEEDHAM

DESIGN REVIEW BOARD

Public Service Administration Building

500 Dedham Avenue

Needham, MA 02492

Application and Report

Location: _____ Date: _____

Owner: _____

Address: _____
Street City State Zip

Telephone: _____

Applicant: _____

Address: _____
Street City State Zip

Telephone: _____

Designer/Installer: _____

Address: _____
Street City State Zip

Telephone: _____

<i>Type of Application</i>	
<input type="checkbox"/>	Sign
<input type="checkbox"/>	Minor Project
<input type="checkbox"/>	Exterior Alterations
Major Project	
<input type="checkbox"/>	- preliminary
<input type="checkbox"/>	- final
<input type="checkbox"/>	Flexible Subdivision
<input type="checkbox"/>	Planned Residential Development
<input type="checkbox"/>	Residential Compound

Brief description of sign or project:
