



CITY OF BEVERLY

INSTRUCTIONS

- Complete this application form, including **signature from the Associate Planner**.
- File **SEVEN (7) 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 _____

Email: _____

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. ____ Sandwich Board Sign |
| D. ____ Projecting Sign | H. ____ Other (explain) |

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

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

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

10. Height of Sign(s): A, B, C, D, E, F, G, H: Highest Point: _____ Lowest Point: _____
(Circle Letter)
A, B, C, D, E, F, G, H: 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 the Associate Planner 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 special permit(s).
- has received the required special permit(s).

Associate Planner, Beverly Planning Department

Space below for official use only

Received by: _____ Date: _____

Amount paid: _____