

**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>
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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: \_\_\_\_\_