



TOWN OF HOPKINTON
DEPARTMENT OF
LAND USE, PLANNING AND PERMITTING

TOWN HALL
18 MAIN STREET
HOPKINTON, MA 01748
508-497-9745
www.hopkintonma.gov

Please Be Advised: The Town of Hopkinton has changed its sign permitting procedure for signs not within Historic Districts.

All sign applicants must apply to the Design Review Board prior to applying for a Building Permit. Applications are available on the Town's website at www.hopkintonma.gov or in the Land Use, Planning and Permitting Department, Town Hall, 18 Main Street.

- Applicants will submit an application to the Design Review Board for review.
- Applicants will attend a Design Review Board meeting (held the 3rd Tuesday of the month).
- Design Review Board will issue recommendations/report to the Director of Municipal Inspections.
- If the sign in question needs approval by the Board of Appeals (see Article XXVII §210-180 (B) of the Hopkinton Zoning By-laws) the Applicant will then submit the necessary information to apply to the Board of Appeals and go through that process.
- If the sign in question does not need Board of Appeals approval, the applicant can submit a building permit application.
- Upon receipt of the application it will be reviewed for completeness and then reviewed by a Building official.
- The building permit will be issued within 30 days of receipt of the building permit application.

Any questions regarding the new procedure, please contact John Gilcich at jgilcich@hopkintonma.gov or (508) 497-9745.