



TOWN OF HOPKINTON

DESIGN REVIEW BOARD

18 MAIN STREET
 HOPKINTON, MA 01748
 (508) 497-9755

Business Name where the sign will be installed: _____

Location/Address where the sign will be installed: _____

Building/Development Name: (if applicable) _____

Zoning District: _____

Historic District: (if applicable) _____

Applicant Information

Name: _____

Mailing Address: _____

Phone: _____ Cell Phone _____

Email address: _____

Type of Sign	# of Signs	Signs Dimensions	Total Square Footage of Sign Surface Area	Type of Illumination (internal, external or none)	Sign Height (if applicable)
Wall/Façade Sign					
Free-standing Sign					
Projecting Sign					
Accessory Sign					
Directional Sign					
Other:					

If this application pertains to a Wall/Façade sign how much building square footage is currently used for signs?

Attach the following items to this form. Pdf format is requested for application form and attachments. Please email application and documents to jgelcich@hopkintonma.gov

- _____ 1. Manufacturer's scaled COLOR drawing with dimensions and DETAILED specifications for materials and illumination for each sign requested.
- _____ 2. For a wall sign, a scaled image showing the sign's position on the building and how it is attached.
- _____ 3. Plot Plan marked with location of the free-standing sign and distances from street/lot lines.
- _____ 4. Color photograph(s) of building/location(s) where sign will be installed and existing signs.
- _____ 5. Color drawing of corporate logo *(if applicable)*.
- _____ 6. Color photograph of similar/comparable sign on which your sign design is based.
- _____ 7. Color renderings of any landscaping around the sign include species and quantity
- _____ 8. A letter or other descriptive or explanatory information you want to provide to the DRB.
- _____ 9. An application fee of \$25.00 must be provided prior to meeting with the DRB.

Does this application pertain to a completely new sign?

_____ Yes _____ No *(If NO, please include photos/info, including size, of the existing sign you are replacing or modifying)*

*Please note that if a replacement sign is approved, any and all old signs not given approval to stay must be removed within 14 days of the new sign installation.

Sign Designer/Fabricator/Installer Information

Company Name: _____
Mailing Address: _____
Contact person: _____
Phone: _____ Cell Phone: _____
Email address: _____

Property Owner Information *(if you are not the property owner, a signature is required)*

Company Name: _____
Mailing Address: _____
Contact person: _____
Phone: _____ Cell Phone: _____
Email address: _____
Signature: _____

The DRB generally meets on the third Tuesday of each month at 7 p.m. A representative from the business and/or the sign designer MUST attend the DRB meeting.

An Application for Sign Design Review and all supporting information must be submitted to the Land Use Planning and Permitting Office by 12 noon 8 days before a DRB meeting.

Please submit this application form and all attachments as follows:

Email: jgilcich@hopkintonma.gov **PREFERRED**
Mail: Design Review Board
c/o Land Use, Planning and Permitting
18 Main Street, Hopkinton, MA 01748
Phone: 508-497-9745