



TOWN OF SUDBURY

Design Review Board Sign Review Procedures

Before you have a sign made or installed you must:

1. Submit three (3) complete sign application packets with supporting documents, and a single PDF via email of all application materials combined together.
2. **Applications must be received by 12:30 PM on the Wednesday before the scheduled meeting.**
3. Your application will be placed on the Design Review Board agenda. Meetings are typically held on the second and fourth Wednesdays of the month. You will be notified of the date and time of your review. A representative is required to attend the meeting.

Please submit 3 copies of the following:

- Business floor plan with dimensioned frontage.
 - A to-scale drawing of the sign showing the type face and any details. (Min. scale: ½" = 1').
 - Swatches of colors to be used on the sign, or a color rendering. Your sign company can provide these.
 - A photograph of the building with an indication of where the sign will go.
 - Photographs of adjacent buildings.
 - For free-standing signs, a plot plan of the property depicting the proposed location of the sign, including the proposed setback distance.
 - If the applicant is not the property owner, you must obtain the owner's signature on the application or submit a letter of authorization signed by the property owner.
4. You must obtain a Building Permit before installation of your sign.
 5. You cannot obtain a Building Permit until you have seen the Design Review Board.
 6. A sign installed without a Building Permit is illegal and you will be asked to remove it.
 7. **Do not have your sign made up until it has been approved by the Design Review Board. The Design Review Board will not approve a sign that does not meet the standards because it is already made.**
 8. **Signs located in any Historic District will also require approval by the Historic District Commission.**

**TOWN OF SUDBURY
SIGN BYLAW
Summary**

The sign bylaw, Section 3200 of the Sudbury Zoning Bylaw, is intended to facilitate efficient communication and avoid conflict between signs and the visual qualities of their surroundings. Below are the main requirements for approval of a sign. The complete bylaw may be reviewed in the Planning Office, purchased from the Town Clerk, or obtained from our website; www.sudbury.ma.us. **We recommend that applicants review the complete bylaws for compliance prior to submitting an application.**

Primary Sign- Section 3261

Except as otherwise provided, one primary and two secondary exterior signs are permitted for each first-floor business (one primary exterior wall mounted sign for second floor business), not including directional signs. The exterior signs may be wall mounted, projecting or roof signs. Building frontage is defined as the lineal extent of the public face of a structure which the business occupies. The total size of the business signage is shown in **Chart A**.

Freestanding Signs

One freestanding business sign is permitted on a lot zoned for business, industrial or research or on a lot containing a primary commercial use permitted by the Town of Sudbury. The Town of Sudbury allows two (2) types of free-standing signs:

- **Freestanding Business Center Identification Sign- Section 3265A**

A freestanding business center identification sign identifies only the name of the business center but not individual businesses. The business center must have at least two (2) businesses in order to be eligible for such a sign. Size and setbacks shall not exceed the allowances listed in **Charts B & C in the Bylaw**.

- **Freestanding Business Sign- Section 3265B**

One freestanding business sign (allowing separate panels for each business) may be erected on a lot which has a minimum frontage of 250 feet. Such sign shall be setback at least 20 feet from the front property line. Additional restrictions are contained in Section 3265B of the Zoning Bylaws.

Other:

- Neon, Flashing or oscillating signs are prohibited. Refer to bylaw for a complete list.
- Any sign which does not comply with the provision of the bylaw may apply for a special permit from the Zoning Board of Appeals.
- Any presently non-conforming sign legally erected prior to the adoption of the bylaw may be continued and maintained but any change of use of the property requires that the sign be brought into conformance with the bylaw.

CHART A

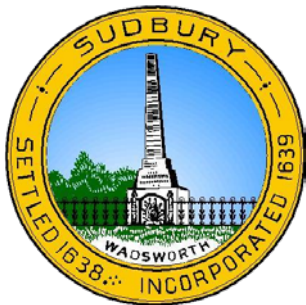
Building Frontage (In linear feet)	Maximum Area of Total Sign Face (in sq. ft.)	Maximum Area of Primary Sign (Sq. Ft.)	Maximum Area of Primary Sign if Self-Illuminated (Sq. Ft.)
0.1 to 19.9	30	22.50	15.00
20 to 39.9	33	24.75	16.50
40 to 59.9	36	27.00	18.00
60 to 79.9	39	29.25	19.50
80 to 99.9	42	31.50	21.00
100 to 119.9	45	33.75	22.50
120 to 139.9	48	36.00	24.00
140 to 159.9	51	38.25	25.50
160 to 179.9	54	40.50	27.00
180 to 199.9	57	42.75	28.50
200 to 219.9	60	45.00	30.00
220 to 239.9	63	47.25	31.50
240 and above	65	48.75	32.50

CHART B

Street Frontage (In linear feet)	Maximum Area of each Sign Face (In square feet)
0.1 to 74.9	12
75 to 149.9	16
150 to 249.9	20
250 to 349.9	24
350 and above	30

CHART C

If the Area Of the Sign Face In Chart B does not Exceed (In square feet)	The Minimum setback From the Front property line shall be (In linear feet)	Minimum setback From Side property line shall be (In linear feet)
30	20	5
24	16	5
20	12	5
16	8	5
12	4	5



TOWN OF SUDBURY

Design Review Board

APPLICATION FOR SIGN APPROVAL

Return to Design Review Board

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
(978) 639-3387

Appl. # _____

Recommendation

_____ Approval
_____ Conditional Approval
_____ Disapproval

Please Print or Fill Clearly and Completely

Applicant: _____ Email(s): _____

Applicant Address: _____ Phone: _____

Business Sign Name: _____ Phone: _____

Business Sign Address: _____

Business Location: ☐ First Floor ☐ Second Floor ☐ Other _____

Location (reference point or landmark): _____

Property Owner: _____ Email(s): _____

Address: _____ Phone: _____

Building/Lot Information

Business portion of Building Frontage (in linear feet):

PRIMARY	SECONDARY

For Freestanding signs only:

Lot Frontage in linear feet: _____ Sign Distance to Property Line _____

Primary Sign Description

Type: ☐ Wall ☐ Projecting ☐ Freestanding ☐ Awning

Materials: Specify sign material components

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Dimensions: Provide sign dimensions. Refer to section 3261.b of the bylaws for methodology for measuring sign face area. Attach graphic depiction of sign with dimensions.

WIDTH	HEIGHT	AREA

Colors:

BACKGROUND	LETTERING	OTHER

Lighting: Specify if lighting is included. If so, fill in lighting style and type. Example: internally illuminated channel or backlit, wall mounted light fixture, gooseneck, or none.

FIXTURE TYPE	POSITION

Location of Sign: examples: “at front façade”, “over side entrance”, “10 feet from front property edge”, etc.

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Additional Signs Requested – Include any existing signs to remain

PLAN LOCATION ID (if shown)	TYPE (ex. Wall mounted, freestanding, awning, directional, etc.)	LOCATION	ILLUMINATION TYPE (if any)	Sign Dimensions (WxH)

Applicant’s Signature: _____ Date: _____

Property Owner’s Signature: _____ Date: _____
(if different from the applicant)

Attachments: ☐ To-scale drawing ☐ Photograph(s) ☐ Color Sample(s) ☐ Plot Plan

A dimensioned plot plan must be submitted with application for a freestanding sign.

NOTES:

- The Design Review Board typically meets the second and fourth Wednesday of the month.
- Only applications received by **12:30 PM** the previous Wednesday will be considered for inclusion on the following Wednesday’s agenda.