

## **TOWN OF SUDBURY**

### Design Review Board *Sign Review Procedures*

#### **Before you have a sign made or installed you must:**

1. Submit six (6) complete sign application packets with supporting documents.
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 6 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: 1/2" = 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.
  - If the applicant is not the property owner, you must obtain the owner's signature.
3. You must obtain a Building Permit before installation of your sign.
  4. You cannot obtain a Building Permit until you have seen the DRB.
  5. A sign installed without a Building Permit is illegal and you will be asked to remove it.
  6. **Do not have your sign made up until it has been approved by the DRB. The DRB will not approve a sign that does not meet the standards because it is already made.**

**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](http://www.sudbury.ma.us). **We recommend that applicants review the complete bylaw 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 businesses (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 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**

<b>Building Frontage (In linear feet)</b>	<b>Maximum Area of Total Sign Face (in sq. ft.)</b>	<b>Maximum Area of Primary Sign (Sq. Ft.)</b>	<b>Maximum Area of Primary Sign if Self-Illuminated (Sq. Ft.)</b>
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**

<b>Street Frontage (In linear feet)</b>	<b>Maximum Area of each Sign Face (In square feet)</b>
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**

<b>If the Area Of the Sign Face In Chart B does not Exceed (In square feet)</b>	<b>The Minimum setback From the Front property line shall be (In linear feet)</b>	<b>Minimum setback From Side property line shall be (In linear feet)</b>
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 Clearly and Complete In Full**

Applicant: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Sign Address: \_\_\_\_\_

Business Location: First Floor Second Floor

Location (reference point or landmark): \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Primary Sign Description**

**Type:** Wall Projecting Freestanding Awning

**Building Frontage:** Primary \_\_\_\_\_ Secondary \_\_\_\_\_ Total \_\_\_\_\_

**Materials:** \_\_\_\_\_ **Dimensions:** \_\_\_\_\_

**Colors:** Background \_\_\_\_\_ Lettering \_\_\_\_\_ Other \_\_\_\_\_

**Lighting:** Fixture Type \_\_\_\_\_ Position \_\_\_\_\_

**Location of Sign(s)** \_\_\_\_\_

*For freestanding sign:* Length of Lot Frontage \_\_\_\_\_ Distance to Property Line \_\_\_\_\_

**Additional Signs Requested:** Secondary Directory Directional

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 DRB meets the second and fourth Wednesdays of the month.
- Only applications received by 12:30 PM the previous Wednesday will be considered for inclusion on the following Wednesday's agenda.