



TOWN OF ANDOVER

MASSACHUSETTS

Town Offices
36 Bartlet Street
Andover, MA 01810
978-623-8600
Building 978-623-8620
www.andoverma.gov

DESIGN REVIEW BOARD (DRB) APPLICATION

Please review the Town of Andover Zoning By-Law, Article VIII, Section 5.2 for SIGN REGULATIONS and DESIGN GUIDELINES

FOR OFFICE USE ONLY

| | |
|----------------------------|---------------------|
| File Number: _____ | Date Filed: _____ |
| DRB Approval Date: _____ | Hearing Date: _____ |
| Not Approved (Date): _____ | Comments: _____ |

- 1) Business Name _____
- 2) Business Owner _____ Tel. No. _____
- 3) Site Address _____
- 4) Building Owner _____ Tel. No. _____
- 5) Applicant (If not Business Owner) _____ Tel. No. _____
- 6) Total Number of Signs _____
- 7) Attachments required with application: original and five (5) copies (*Incomplete applications will not be reviewed*)
 - a) Photographs of Building
 - b) Material Sample(s)
 - c) Color Sample(s)
 - d) Site or Plot Plan (required for all freestanding signs)
 - e) Graphic Depiction of Proposed Sign(s) including Dimensions
 - f) Graphic Depiction of Proposed Sign(s) at Proposed Location(s) to Scale
 - g) Other, Specify: _____

NOTE: Town of Andover Zoning By-Law, Article VIII, Section 9.6.3 Mandatory Review states: "...the DRB shall review all applications for building permits, special permits or variances for proposals located in areas zoned for General Business and Mixed Use if involving new construction, exterior alteration or a sign larger than four (4) square feet." No Building Permits for Signs in the General Business and Mixed Use Districts will be issued without the appropriate DRB Review. A Building Permit is required prior to installation of any sign. Municipal projects shall be reviewed by DRB prior to issuance of a Building Permit.

Signature of Applicant _____ Date _____
Mailing Address _____
E-Mail Address _____ Tel. No. _____

No sign application will be reviewed without the Business Owner or his Authorized Agent present at the DRB review.

8) Location of Proposed Sign _____

9) Sign Support Structure (Description) _____

10) Type of Sign

- Attached
- Projecting
- Freestanding
- Awning
- Other _____

11) Size of Sign _____

12) Illumination: Not Illuminated Internal Illumination Separate Service

If illuminated, what type of bulb and intensity? _____

13) Proposed Color(s)/Material(s)

Background _____

Lettering _____

Border _____

Sign Support Structure _____

Other _____

14) Is Zoning Board of Appeals (ZBA) decision required? Yes No

15) Will Sign overhang any public right-of-way?

16) If Yes, Name of Agency that will provide Liability Insurance _____

NOTE: Andover Zoning By-Law, Article VIII, Section 5.2.3.5 states: “Any Sign projecting over a public right-of-way shall be covered by Liability Insurance in the amount of two million dollars (\$2,000,000.00) as verified by a Certificate of Insurance filed with the Town Clerk.”

IMPORTANT: This form must be completed before the Design Review Board can consider the application. Six (6) sets (original & 5 copies) of this form, along with supporting documents (in color where required), must be filed with the Inspector of Buildings in the Department of Community Development and Planning at the Town Offices, 36 Bartlet Street, Andover, MA 01810. You will be notified of the time, date and location of the meeting.