



**TOWN OF HOPKINTON**  
**DEPARTMENT OF**  
**LAND USE, PLANNING AND PERMITTING**

TOWN HALL  
18 MAIN STREET  
HOPKINTON, MA 01748  
508-497-9745  
[www.hopkintonma.gov](http://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](http://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 3<sup>rd</sup> 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 Gelcich at [jgelcich@hopkintonma.gov](mailto:jgelcich@hopkintonma.gov) or (508) 497-9745.



# TOWN OF HOPKINTON

OFFICE OF THE

## DESIGN REVIEW BOARD

18 Main Street, Hopkinton MA 01748

(508) 497-9745

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