



Town of Danvers  
Planning & Economic Development Division

1 Sylvan Street, Danvers, Massachusetts 01923 | p: 978-777-0001

**Sign Review Application (Zoning)**

*Before a building permit application can be submitted to the Inspectional Services Department for a new or modified sign, a sign application must first be submitted to the Planning Division to confirm that it meets the dimensional requirements of the Zoning Bylaw.*

*If your sign application is **approved**, you will then need to submit an online building permit application with the Inspectional Services Department. A copy of your approved sign application and submitted designs must be included (see step 5 below).*

*If your sign application is **denied**, the Planning Division will notify the applicant of the necessary changes or actions needed to make the sign application compliant with zoning. This may include applying to the Zoning Board of Appeals for relief.*

- Step 1:** Complete and sign the two page Sign Application pdf document. There is no fee.
- Step 2:** Email a PDF of the complete application to [Planning@Danversma.gov](mailto:Planning@Danversma.gov) with the site address noted in the email subject line.
- Step 3:** When the application is received by Planning staff, a confirmation email will be sent back to the applicant's email.
- Step 4:** The staff review period for a sign package is seven (7) days from the date a complete application is received by the Planning Division. We will contact you via email if there are questions or comments on the application during the review period. If the application does not meet the sign requirements listed in the Zoning Bylaw, staff will inform the applicant within the given seven day timeframe. Staff may request that the applicant modify the application or apply for any necessary permits with the Zoning Board of Appeals if the proposed sign does not meet the sign regulations.
- Step 5:** If approved, the application will be emailed back to you with a signature from the Planning Division. You will then need to apply for a building permit with the Inspectional Services department, here: [Danvers Inspectional Services Website](#) . You must include a copy of your approved sign application with your online building permit application. Your building permit will be denied if the approval is not included!

*Please contact the Planning Division if you have any questions or need assistance with your application – we're happy to help!*

Emily Beatrice, Regulatory Administrator, [ebatrice@danversma.gov](mailto:ebatrice@danversma.gov) 978-777-0001 ext. 3028  
Brian Cassidy, Planning Technician, [bcassidy@danversma.gov](mailto:bcassidy@danversma.gov) 978-777-0001 ext. 3024



Town of Danvers  
Planning & Economic Development Division

1 Sylvan Street, Danvers, Massachusetts 01923 | p: 978-777-0001

[www.danversma.gov](http://www.danversma.gov)

Brian Szekely, Planning Director  
 Josh Morris, Principal Planner  
 Georgia Pendergast, Planner  
 Brian Cassidy, Planning Technician  
 Emily Beatrice, Assistant

## SIGN REVIEW APPLICATION

### COMPLETELY FILL OUT APPLICATION

Applicant's Name \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Business \_\_\_\_\_

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

Is applicant owner of the sign? Yes \_\_\_\_\_ No \_\_\_\_\_ Name \_\_\_\_\_

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

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Sign Maker \_\_\_\_\_

Address \_\_\_\_\_

1. Address where sign will be located \_\_\_\_\_

2. Is this a modification to an existing sign? Y or N? If yes, attach a detail showing existing sign dimensions.

3. Zoning District \_\_\_\_\_

4. Length of primary facade \_\_\_\_\_

4. Distance of building from Public Way \_\_\_\_\_

5. Name of road(s) sign(s) is intended to face \_\_\_\_\_

6. Number of establishments in building or complex \_\_\_\_\_

7. Type of sign(s):

- |                                       |                              |
|---------------------------------------|------------------------------|
| A. _____ Wall Sign (primary façade)   | E. _____ Awning Sign         |
| B. _____ Wall Sign (secondary façade) | F. _____ Window Sign         |
| C. _____ Freestanding Sign            | G. _____ Sandwich Board Sign |
| D. _____ Projecting Sign              | H. _____ Other (explain)     |

8. Size of Sign(s):    A,B,C,D,E,F,G,H \_\_\_\_\_  
 (Circle Letter)        Height        Length        Depth  
 A,B,C,D,E,F,G,H \_\_\_\_\_  
 (Circle Letter)        Height        Length        Depth

9. Height of Sign(s): A, B, C, D, E, F, G, H: Highest Point: \_\_\_\_\_ Lowest Point: \_\_\_\_\_  
(Circle Letter)  
A, B, C, D, E, F, G, H: Highest Point: \_\_\_\_\_ Lowest Point: \_\_\_\_\_  
(Circle Letter)

10. Sign(s) to be constructed of: \_\_\_\_\_

11. Type of Illumination, Circle One: External Internal No Illumination

**ATTACH THE FOLLOWING:**

- a. sketch of sign in color (indicate dimensions),
- b. site plan (for freestanding sign only to confirm dimensional zoning setbacks)
- c. photograph (indicating existing building)

I certify that to the best of my knowledge and belief that the information in this application is true and complete.

\_\_\_\_\_  
Signature of sign owner or representative Date

\_\_\_\_\_  
Print name of sign owner or representative Date

\_\_\_\_\_  
Property owner's signature (if different) Date

----- **Town Authorization Only Below This Line** -----

I have reviewed this application and the attached plan and have determined that the proposed signage:

- Complies with the Danvers Zoning Bylaw.
- Requires relief from the Zoning Board of Appeals

Notes:

**Planning Staff Authorization:**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Space below for official use only

Received by: \_\_\_\_\_ Date: \_\_\_\_\_