

INSTRUCTIONS FOR COMPLETION OF FORM Q-DESIGN REVIEW APPLICATION

- General Information
 - a. Please list name of Business as it will appear on sign or name of project or development, as the case may be, as well as the property address
 - b. Assessors' Map & Parcel numbers and Zoning District may be obtained from [Town's GIS website](#) or through the computer located outside the Assessor's Office, first floor, Municipal Building, 355 East Central Street.
 - c. Zoning History information may be obtained at the Building Department, 1st floor, Municipal Building
- Applicant Information – complete and include name of contact person w/ phone number
- Owner Information – if business owner and property owner are not the same, please include information for both. If signage is within a shopping plaza—obtain a letter of approval of sign changes from the plaza owner.
- Architect/Engineer or Sign Company Information:
 - Signs only – Name of sign company and contact person
 - Developments & Projects – Engineer and Architect Information as well
- Work Summary: Include brief summary of work to be done
- Submit application form & materials via email (DesignReview@franklinma.gov)
 - Sign Only –
 - sign drawings and photos, which include information listed on Page 2 of the application
 - Site Plan Applications for buildings/projects and developments.
 - all plans including information listed on Page 2 of application.
 - please be prepared to bring samples of siding and roofing materials and paint color samples to meeting if requested.

DESIGN STANDARDS – For Buildings/Projects and Developments, please complete pages 3 and 4 as they apply to your project.

Completed Applications, Including Required Materials, Must Be Received By 4:00pm By The Wednesday Prior To Meeting Date. Meetings Are The 3rd (Third) Tuesday Of The Month. Meeting dates and deadlines can be found on the [Commission's webpage](#).

FORM Q
DESIGN REVIEW APPLICATION
FOR §185-31(2) OF THE ZONING BY-LAW

For Signs Complete Pages 1 & 2 Only.

For Site Plans, Building Plans, and All Other Projects, Complete Pages 1 – 4

Submit Form & Required Materials to DesignReview@franklinma.gov

A. General Information

Name of Business or Project: _____

Property Address _____

Assessors' Map # _____ Parcel # _____

Zoning District: _____

Zoning History Use Variance _____

Non-Conforming Use _____

B. Applicant Information

Applicant Name: _____

Address: _____

Telephone Number: _____

Contact Person: _____

C. Owner Information (Business Owner & Property Owner if different)

Business Owner: _____ Property Owner: _____

Address: _____

D. Sign Company/Architect/Engineer Information

a. Sign Company

Business Name: _____

Contact Person: _____

Address _____

Telephone Number: _____

b. Architect/Engineer

Business Name: _____

Contact Person: _____

Address _____

Telephone Number: _____

Check Box0

E. Work Summary

Summary of work to be done: _____

I swear under the pains and penalties of perjury that the information above and materials submitted are accurate and complete to the best of my knowledge.

Applicant Signature Date

Owner Signature Date

Print Applicant Name

Print Owner Name

Materials to be Submitted with Application

FOR SIGN SUBMISSIONS ONLY:

- Drawing of Proposed Sign which must also include
 - type of sign (wall, pylon etc.)
 - size/dimensions
 - style of lettering
 - colors
- materials
- Lighting-illuminated or non, and style
- Drawing and/or pictures indicating location of new sign.
- Picture of existing location and signs (if previously existing location)

FOR BUILDINGS/DEVELOPMENTS OR PROJECT SUBMISSIONS:

1. Site Plan including Landscape Plan showing plantings. Plantings must be from Best Development Practices Guide
2. Lighting Plan indicating lighting levels & specifications of proposed lights
3. Building drawings, indicating size and height of building(s); front, rear and side elevations(when there are no adjoining buildings) and floor plans.
4. Drawings or pictures of existing conditions
5. If any signage on the building or site, provide information from above Signage Checklist

DESIGN STANDARDS

Explain how each of the design standards outlined below has been incorporated into the design of the proposed development. Use additional sheets if necessary.

1. **Height**—The height of any proposed alteration shall be compatible with the style and character of the surrounding buildings, within zoning requirements.

2. **Proportions of Windows and Doors** – The proportions and relationships between doors and windows shall be compatible with the architectural style and character of the surrounding area.

3. **Relations of Building Masses and Spaces** – The relationship of a structure to the open space between it and adjoining structures shall be compatible.

4. **Roof Shape** – The design and pitch of the roof shall be compatible with the architectural style and character of the surrounding buildings.

5. **Scale** – The scale of the structure shall be compatible with its architectural style and the character of the surrounding buildings.

6. **Façade, Line, Shape & Profile** – Facades shall blend with other structures in the surrounding area with regard to the dominant vertical or horizontal context:

7. **Architectural Details** – Architectural details, including signs, materials, colors and textures shall be treated so as to be compatible with the existing and adjacent architectural character, thereby preserving and enhancing the surrounding area.

8. **Advertising Features** – The size, location, design, color, texture, lighting and materials of all permanent signs and outdoor advertising structures shall not detract from the use and enjoyment of the proposed buildings and structures and the surrounding properties.

9. **Heritage** – Removal or disruption of historic, traditional or significant uses, structures or architectural elements shall be minimized insofar as practicable.

10. **Energy Efficiency** – To the maximum extent reasonably practicable, proposals shall utilize energy-efficient technology and renewable energy resources and shall adhere to the principles of energy-conscious design with regard to orientation, building materials, shading, landscaping and other elements.

11. **Landscape** – The landscape should improve the character and appearance of the surrounding area and parking areas should be located to the side or rear of buildings when reasonably possible.
