



Town of Orleans

Office of the Building Department 19 School Rd, Orleans MA 02653 (508)240-3700 2455building@town.orleans.ma.us

ARCHITECTURAL REVIEW APPLICATION

Meetings are held on the second and fourth Thursdays of each month at 6:30 p.m. in the Skaket Room.

Sign App Fee: \$20.00 Exteriors App Fee: \$50.00 Fee Paid: _____

Date of receipt of this application: _____

This item on this application is intended to be heard on Thursday, _____, at 6:30 p.m.

Location: _____

Business Name: _____

Owner Name: _____

Owner Address: _____

Owner Phone Number: _____ Owner Email: _____

Applicant (if applicant if other than owner): _____

Agent Address: _____

Agent Phone Number: _____ Agent Email: _____

Will all existing and proposed exterior lighting be compliant with Town Bylaws – See Chapter 122?

Yes No

Description of Proposed Changes:

***** **APPLICANT MUST BE IN ATTENDANCE AT THE MEETING WHEN THEIR CASE IS HEARD** *****

DEADLINES: Sign-related applications must be submitted by noon on Friday prior to the meeting. All other applications which are required to be advertised must be submitted by 3:00pm thirteen days prior to the meeting. If not on the agenda, an application may be reviewed but no decision will be made.

SEE REVERSE SIDE FOR FURTHER INFORMATION **APPLICATION REQUIREMENTS**

Application and approval are required for new or revised signs, exterior alterations, new commercial buildings, all exterior color changes, awnings, etc. including any work which will result in a change to the exterior appearance.

SIGNS:

Please provide AS STAPLED PACKETS, eight (8) copies of:

- 1) Elevation drawings of sign, to scale, with dimensions and all proposed colors
- 2) Include all typefaces used (if applicable)
- 3) Photographs with accurate colors of location and surrounding areas
- 4) Site Plan showing location of proposed sign with setbacks to property lines indicated
- 5) Color samples
- 6) Details of all lighting – both sign and any other exterior lighting

In most cases, final review after sign installation may be waived.

ADDITIONS, EXTERIOR MODIFICATIONS AND NEW BUILDINGS:

Please provide AS STAPLED PACKETS, eight (8) copies of:

- 1) Scaled plans of elevations (only one copy will be retained).
- 2) Photos of the building (if existing)
- 3) Colors and materials samples – including lighting type
- 4) Site Plan
- 5) Site Landscaping Plan
- 6) Details of all lighting – both sign and any other exterior lighting

Final review after project completion may be required for additions or alterations.

Please note that ARC Review is not required for 1 and 2 family residences or interior changes, buildings in the Old King's Highway Historic District, and buildings in the Industrial District.