



Town of Milton Sign Design Checklist

In an effort to quicken the pace of required reviews, the Sign Review Committee (SRC) has developed this companion to the *Sign and Façade Design Handbook*. Once the applicant and/or fabricator has reviewed the *Handbook* and submitted a design to the Building Commissioner, this checklist will be employed by Town staff for an administrative review. Designs that satisfy the checklist will receive an expedited review by the SRC. Technical assistance from the Planning Director and the Sign Review Committee is available; please contact Bill Clark at 617/898-4847 for help.

Prohibited Features

The following design elements are rarely, if ever, approved by the SRC or the Board of Selectmen:

- Back lit signs or illuminated awnings ("halo" lighting is acceptable)
- pylon signs
- Exposed neon lighting
- Moving Parts or messages
- Sandwich Boards or A-frames
- Projecting/protruding signs
- Protruding signs

Submit Permit Application and Fee to the Building Commissioner

Submittal packet must include the following, unless specifically noted.

- ❑ **Include 4 copies of elevation drawing.** Preferably at $\frac{1}{4}" = 1'$ scale.
- ❑ **Include material specifications.** This includes color swatches and construction and application methods.
- ❑ **Include 4 copies of sign drawings.** Preferably at $\frac{1}{2}" = 1'$ scale. Should show exact letter style and size, method of lighting, colors, and materials.
- ❑ **Include 4 copies of sign cross-section.** Preferably at $1" = 1'$.
- ❑ **Include 2 copies of a color photograph of the existing storefront or façade.**
- ❑ **OPTIONAL, please include 2 copies of photo illustration of proposed design.**

For Sign Design

- ❑ **Demonstrate Allowable Sign Area.** Multiply the width of the storefront by 2. This is your Allowable Sign Area in square feet.
- ❑ **Demonstrate total area of all proposed signs.** Measure from the extreme limits of the message or sign background, i.e., the smallest rectangle that wholly contains the sign or message.
- ❑ **Demonstrate window sign area.** Total window sign area may not exceed 30% of the total glass area or the difference between the Allowable Sign Area minus the area of the main sign, whichever is less.