



Urban Renewal Areas – Sign Review Requirements

The following items are required for a submission for Sign Review by the Salem Redevelopment Authority (SRA) and their Design Review Board (DRB). **Submission to the DRB must include 8 color copies of the entire packet; submission to the SRA must include 7 color copies of the entire packet.**

Checklist of Required Documents:

- 1. Complete Application with Property Owners Signature and fee
- 2. Scaled 8.5 x 11" Colored Drawing (1/4" = 1') denoting letter type (font) and letter heights
- 3. Building Elevation denoting sign placement on the building (in color)
- 4. Scaled Cross Section showing detailed methods of attachment
- 5. Proposed method of lighting, if applicable
- 6. Sample or Description of Actual Materials and Colors
- 7. Photograph of existing building front and contextual photograph showing the surrounding buildings

Applicants should note that it takes approximately 2-3 months before a permit will be granted; from the time the application is submitted to the DRB. Every effort will be made to expedite complete applications.

For more information please contact the Department of Planning and Community Development at 978/619-5685.