



Design Review Application

Applicants Name

Signature

Date

Business Name

Business/Property Address

Business Phone

Other Phone

Application for: Outside Sign, Awning, Outside Paint, Permanent Window Graphics, Façade Improvements, Street Furniture, Landscaping, Other (describe):

Springfield Avenue Partnership
PO Box 1294, Maplewood, NJ 07040
973-763-6011 (phone)
973-857-0818 (fax)

Note: Please refer to the checklist(s) below in preparing your application. Applications will not be processed if incomplete.

Signage, Awning and Façade Improvements:

- Drawing of building and sign/awning placement (line drawing, sketch or rendering shown to scale)
- Building façade length (in feet)
- Building façade height (in feet)
- Drawing of sign/awning, drawn to scale
- Lighting locations/plans
- Indication of material specifications (canvas, wood etc)
- Indication of all proposed lettering and graphics, including typeface(s), and type size(s)
- Photograph showing your building and adjacent buildings
- Material samples, swatch and/or paint color chips, awning material samples

Painting:

- Photograph showing your building and your painting plans (identify paint colors for trim, siding, etc.)
- Photograph showing adjacent buildings
- Material samples, swatch and/or paint color chips

Window Lettering or Signage:

- Drawing of building and window placement (line drawing, sketch or rendering drawn to scale)
- Indication of already existing signage
- Window dimensions (length and height)
- Placement of proposed sign or lettering on window, including proposed lettering and graphics
- Material specifications (vinyl, paint, etc.)
- Photograph showing your building
- Material samples, swatch and/or paint color chips

Street Furniture:

- Drawing indicating placement in relationship to building or store
- Photograph showing your building
- Color picture showing exact model and model number of street furniture

Landscaping:

- Drawing indicating placement of landscape elements
- Photograph showing your building or property
- List indicating exact variety of landscape elements with quantity

Please return completed application and required materials to:
nwallace@springfieldavenue.com

For Design Review Board use only:

Date of Receipt: _____ Date of Design Review: _____ Date of Action: _____

Action:

- Application approved as presented _____
- Application denied as presented _____
- Application approved, subject to modifications (specify on additional sheet) _____

Signature: _____