

REQUIRED SUBMITTALS CHECKLIST

One electronic copy of your application is required; print materials may be requested. Review the ARB's Rules and Regulations, which can be found at arlingtonma.gov/arb, for the full list of required submittals.

 X **Application Cover Sheet (project and property information, applicant information)**

 N/A **Dimensional and Parking Information Form (see attached)**

 X **Impact statement**

Statement should respond to Environmental Design Review (Section 3.4) and Special Permit (Section 3.3) criteria on pages 6-8 of this packet); include:

- LEED checklist and sustainable building narrative as described in criteria 12.
- Summary of neighborhood outreach, if held or planned.

 X **Drawing and photographs of existing conditions**

- Identify boundaries of the development parcel and illustrate the existing conditions on that parcel, adjacent streets, and lots abutting or directly facing the development parcel across streets.
- Photographs showing conditions on the development parcel at the time of application and showing structures on abutting lots.

 X **Site plan of proposal. Must include:**

- Zoning boundaries, if any, and parcel boundaries;
- Setbacks from property lines;
- Site access/egress points;
- Circulation routes for pedestrians, bicyclists, passenger vehicles, and service/delivery vehicles;
- New buildings and existing buildings to remain on the development parcel, clearly showing points of entry/exit;
- Other major site features within the parcel or along its perimeter, including but not limited to trees, fences, retaining walls, landscaped screens, utility boxes, and light fixtures;
- Spot grades or site topography and finish floor level;
- Open space provided on the site;
- Any existing or proposed easements or rights of way.

 X **Drawings of proposed structure**

- Schematic drawings of each interior floor of each proposed building, including basements.
- Schematic drawings of the roof surface(s), identifying roof materials, mechanical equipment, screening devices, green roofs, solar arrays, usable outdoor terraces, and parapets.
- Elevations of each exterior façade of each building, identifying floor levels, materials, colors, and appurtenances such as mechanical vents and light fixtures.
- Drawings from one or more prominent public vantage point illustrating how the proposed project will appear within the context of its surroundings.
- Graphic information showing façade materials and color samples.
- Include lighting plan and fixtures if not provided on site or landscaping plan.

_____ **Vehicle, Bicycle, and Service Vehicle Plans**

- Parking and loading plans, including all vehicle and bicycle parking facilities located on the parcel or within a structure, showing dimensions of spaces, driveways, access aisles, and access/egress points. Include line-of-sight and turning radius along with length and type of delivery truck.
- If you are requesting a reduction in the amount of required parking, include a Transportation Demand Management Plan per Section 6.1.5.
- Plans of all bicycle parking facilities located on the lot and within any structure, including dimensions of spaces and access routes and types of bicycle racks.

_____ **Sustainable Building and Site Design Elements**

- A solar energy systems assessment per Section 6.4, which must include:
 - An analysis for solar energy system(s) for the site detailing layout and annual production;
 - The maximum feasible solar zone area of all structures; and,
 - Drawings showing the solar energy system you propose, with a narrative describing the system, the reasons the system was chosen, and how the system meets the requirements of Section 6.4; or
 - A detailed explanation of why the project meets an exemption of Section 6.4.2.
- LEED checklist and narrative per EDR criterion 13.

_____ **Proposed landscaping (*may be incorporated into site plan*)**

Schematic drawing(s) illustrating and clearly labels all landscape features, including hardscape materials, permeable areas, plant species, and light fixtures.

☒ **Plans for sign permits, if signage is an element of development proposal**

_____ **Stormwater management plan**

(for stormwater management during construction for projects with new construction)

_____ **SketchUp Compatible Model, if required**

☒ **Application fee**

(See [Rule 12 of the ARB Rules and Regulations](#) for how to calculate the fee)

FOR OFFICE USE ONLY

Docket #: _____

___ Special Permit Granted

Date: _____

___ Received evidence of filing with Registry of Deeds

Date: _____

___ Notified Building Inspector of Special Permit filing

Date: _____

COVER SHEET

Application for Special Permit in Accordance with Environmental Design Review

PROPERTY AND PROJECT INFORMATION

1. Property Address 1309-1323 MASS AVE
Assessors Block Plan, Block, Lot No. 059.0-0001-0011.0 Zoning District B3
2. Deed recorded in the Registry of deeds, Book 47634, Page 197.
-or- registered in Land Registration Office, Cert. No. _____, in Book _____, Page _____.
3. Present Use of Property (include # of dwelling units, if any)
MULTI TENANT PROPERTY
4. Proposed Use of Property (include # of dwelling units, if any)
UPDATED SIGNAGE FOR (5) TENANTS

APPLICANT INFORMATION

1. **Applicant:** Identify the person or organization requesting the Special Permit:
Name of Applicant(s) BARLO SIGNS JENN ROBICHAUD
Organization BARLO SIGNS
Address 158 GREELEY ST, HUDSON NH 03051
Street City, State, Zip
Phone 603 966 6078 Email jenn@barlosigns.com
2. **Applicant Interest:** the applicant must have a legal interest in the subject property:
☒ Property owner / SIGN CO/AGENT ☐ Purchaser by land contract
☐ Purchaser by option or purchase agreement ☐ Lessee/tenant
3. **Property Owner** ☐ Check here if applicant is also property owner
Identify the person or organization that owns the subject property:
Name 1309-1323 MASS AVE LLC Title OWNER
Organization: _____ Phone: 978 352 2092
Address 89 ALLEN CIRCLE, BOXFORD MA 01921
Street City, State, Zip
Phone 978 352 2092 Email _____

ARLINGTON REDEVELOPMENT BOARD

Application for Special Permit Under Environmental Design Review

4. **Representative:** Identify any person representing the property owner or applicant in this matter:

Name: WILLIAM MCFADDEN Title: SIGN AGENT
BARLO SIGNS 603 966 6078
 Organization: _____ Phone: _____
 Address 158 GREELEY ST HUDSON NH 03051

 _____ Street _____ City, State, Zip
 Phone 603 966 6078 Email jenn@barlosigns.com

5. Permit applied for in accordance with the following Zoning Bylaw section(s)

<u>6.2 SIGNS</u>	<u>6-34 STANDARDS (10) (WALL SIGNS)</u>
_____	_____
_____	_____
_____	_____
section(s)	title(s)

6. List any waivers being requested and the Zoning Bylaw section(s) which refer to the minimum or maximum requirements from which you are seeking relief.

<u>6.2 SIGNS</u>	<u>6-34 STANDARDS (1) (WALL SIGNS):</u>
_____	<u>SIGN HEIGHT: SIGN LENGTH: SIGN PLACEMENT ON FASCIA;NUMBER OF SIGNS</u>
_____	_____
_____	_____
section(s)	title(s)

7. Please attach a statement that describes your project and provide any additional information that may aid the ARB in understanding the permits you request. Include any reasons that you feel you should be granted the requested permission.

(In the statement below, strike out the words that do not apply)

The applicant states that _____ is the owner -or- occupant -or- purchaser under agreement of the property in Arlington located at _____ which is the subject of this application; and that unfavorable action -or- no unfavorable action has been taken by the Zoning Board of Appeals on a similar application regarding this property within the last two years. The applicant expressly agrees to comply with any and all conditions and qualifications imposed upon this permission, either by the Zoning Bylaw or by the Redevelopment Board, should the permit be granted.

BARLO SIGNS JENN ROBICHAUD 6 8 2023

Signature of Applicant(s)

158 GREELEY ST HUDSON NH 03051 jenn@barlosigns.com

Address

603 966 6078

Phone

IMPACT STATEMENT REQUIREMENTS

Projects subject to Environmental Design Review must address and meet the following Special Permit Criteria (see Section 3.3.3 of the Zoning Bylaw) and Environmental Design Review Criteria (see Section 3.4) of the Zoning Bylaw. Please submit an impact statement that describes your proposal, and addresses each of the following criteria.

SPECIAL PERMIT CRITERIA

1. The use requested is listed as a special permit in the use regulations for the applicable district or is so designated elsewhere in this Bylaw.
2. The requested use is essential or desirable to the public convenience or welfare.
3. The requested use will not create undue traffic congestion or unduly impair pedestrian safety.
4. The requested use will not overload any public water, drainage or sewer system or any other municipal system to such an extent that the requested use or any developed use in the immediate area or in any other area of the Town will be unduly subjected to hazards affecting health, safety or the general welfare.
5. Any special regulations for the use as may be provided in this Bylaw are fulfilled.
6. The requested use will not impair the integrity or character of the district or adjoining districts, nor be detrimental to the health, morals, or welfare.
7. The requested use will not, by its addition to a neighborhood, cause an excess of the particular use that could be detrimental to the character of said neighborhood.

ENVIRONMENTAL DESIGN REVIEW CRITERIA

1. **Preservation of Landscape.** The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, and any grade changes shall be in keeping with the general appearance of neighboring developed areas.
2. **Relation of Buildings to Environment.** Proposed development shall be related harmoniously to the terrain and to the use, scale, and architecture of existing buildings in the vicinity that have functional or visual relationship to the proposed buildings. The Arlington Redevelopment Board may require a modification in massing to reduce the effect of shadows on abutting property in an R0, R1 or R2 district or on public open space.
3. **Open Space.** All open space (landscaped and usable) shall be so designed as to add to the visual amenities of the vicinity by maximizing its visibility for persons passing the site or overlooking it from nearby properties. The location and configuration of usable open space shall be so designed as to encourage social interaction, maximize its utility, and facilitate maintenance.
4. **Circulation.** With respect to vehicular, pedestrian and bicycle circulation, including entrances, ramps, walkways, drives, and parking, special attention shall be given to location and number of access points to the public streets (especially in relation to existing traffic controls and mass transit facilities), width of interior drives and access

LANDLORD AUTHORIZATION

FOR PERMIT(S), VARIANCE(S), HEARING(S)

< MUST BE SIGNED BY LANDLORD OR OWNER OF THE PROPERTY
ON WHICH SIGNAGE IS BEING INSTALLED >

This document verifies that you are authorizing BARLO SIGNS to install signage on your property pursuant to the attached drawings as well as authorizing BARLO SIGNS to secure all related permits required by the local municipalities.

Barlo Signs cannot apply for permits or hearings until we receive the LANDLORD or PROPERTY OWNER'S authorization to do so.

☒ I hereby authorize an Authorized Representative of Barlo Signs of Hudson, N.H., to APPLY FOR SIGN PERMITS for this site and to APPEAR BEFORE THE PLANNING BOARD and/or SIGN REVIEW BOARD and/or the ZBA for this site.

☒ I hereby authorize BARLO SIGNS to install signage on my property exactly as shown in drawing # 211108768 Dated: 11/18/21

Sign location address: 1309-1323 Massachusetts Avenue Arlington, MA 02476

Property Owner's Signature: Michele DeBlasio
Printed Name: MICHELE DEBLASIO
Company Name: 1309-1323 MASS AVE., LLC
Address: 9 ALLEN CIRCLE
Boxford, MA 01921
Phone number: 978-352-2092
Date Signed: 8/11/22

We cannot apply for permits or hearings until we receive your authorization. Thank you!

Reference JOB NAME: 1309-1323 Mass Ave Job #: 21788



Sign Advertising

Electronic Message Centers

Town of Arlington
Arlington Redevelopment Board
730 Mass Ave Annex
Arlington MA, 02476

Board Members,

June 8, 2023

On behalf of the Property Owner and Tenants of 1309-1323 Mass Ave, Barlo Signs respectfully requests your consideration for Special Permit Approval for replacement signs.

Our proposal is part of a concerted effort to beautify and improve the storefronts of the following tenants: Classic Café, Classic Kitchen, Heights Barber, Horizons Salon (Permit Issued), RB Ace Disposal and RB Farina Roofing.

Recent paint and building improvements were the beginning of our client's move to update this property, and the completion of these efforts will be the installation of a unified signage plan across the tenant store fronts. Much thought has been put into the overall design of each of the signs to convey a seamless, attractive look across the six tenant stores.

In our review of the Town of Arlington's requirements that Special Permit Criteria be met:

- The use/relief requested is required by Special Permit per the Arlington Zoning Ordinance.
- The requested use is essential to identifying each tenant to the way finding public and is an obvious desirable update to the public's safety and welfare – quick identification on the busy Mass Ave benefits the public.
- To Scale, clean clear signage aids in traffic and pedestrian safety.
- The proposal will have no effect on public utilities.
- We are seeking only slight modifications to the Bylaw; the intent of the Bylaw remains fulfilled.
- The request will be an improvement to the property and add to the character of the district and is not detrimental in any way.
- The character of the neighborhood is improved when property owners and businesses seek and complete updates to their storefronts.

We look forward to meeting with you to further discuss our proposal,


Barlo Signs
Jenn Robichaud
158 Greeley St Hudson NH 03051
jenn@barlosigns.com

CORPORATE OFFICE: 158 Greeley Street, Hudson, NH 03051-3422 (603) 882-2638 or 800-227-5674
FAX (603) 882-7680 Email: your_image@barlosigns.com Website: www.barlosigns.com



THE ARLINGTON HISTORICAL COMMISSION
WHITTEMORE ROBBINS HOUSE
ARLINGTON, MASSACHUSETTS 02476
Menotomy • 1635 West Cambridge • 1807 Arlington • 1867

April 25, 2023

Michael Ciampa, Director
Department of Inspectional Services
Arlington, MA 02476

RE: 1309-1323, Massachusetts Avenue, Arlington MA

This property has been listed in two Arlington Inventory of Historically or Architecturally Significant Properties as 1309-1313. However I have checked with the Massachusetts Historical Commission and their records do not include an inventory for these addresses.

The Commission is satisfied that there is no need to have a hearing to approve the new signs attached to this email. Therefore, Inspectional Services may issue a permit to approve the new signs proposed by the owner.

Regards



JoAnn Robinson
Co-chair, Arlington Historical Commission

cc: Michael Gervais, Co-chair, Arlington Historical Commission
Kelly Lynema, Assistant Director of Planning & Community Development, Arlington MA
Michele DeBlasio
Jenn Robichaud, Barlo Signs-Permits, Planning, Zoning



SCALE: 1/8"=1'-0"

EXISTING SIGN



22'-3" Sign Band Length x 60% = 13'-4 1/4" Max Length Allowed (Sign is 10'-0" Long)

2'-10 1/2" Sign Band Height x 20% = 0'-7" Therefore Min. Distance from Top/Bottom of Sign Band to Sign to be Min. 0'-7". (Sign has 0'-2 1/4" Above and Below.)

22'-3" Sign Band Length x 20% = 4'-5 3/8" Therefore Min. Distance from Left/Right of Sign Band to Sign to be Min. 1'-0". (Sign has 6'-1 1/2" On Left and Right Side.)

SCOPE OF WORK

REMOVE & DISPOSE (1) EXISTING NON-ILLUMINATED SIGN

MANUFACTURE & INSTALL (1) S/F 1-1/2" DEEP NON-ILLUMINATED ALUMINUM DISHPAN WITH 1-1/2" RETAINER AND 1/2" THICK BLACK PLEX FCOS APPLIED TO THE FACE. PAN MUST BE SEAMLESS.

TOTAL SQUARE FEET: 25.00 SQ FT

EXISTING SQUARE FEET: 26.58 SQ FT

COLOR SCHEDULE - CLIENT TO VERIFY

PTM BLACK 1/2" BLACK PLEXI PTM WHITE

BARLO INTERNATIONAL

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PROJECT APPROVAL

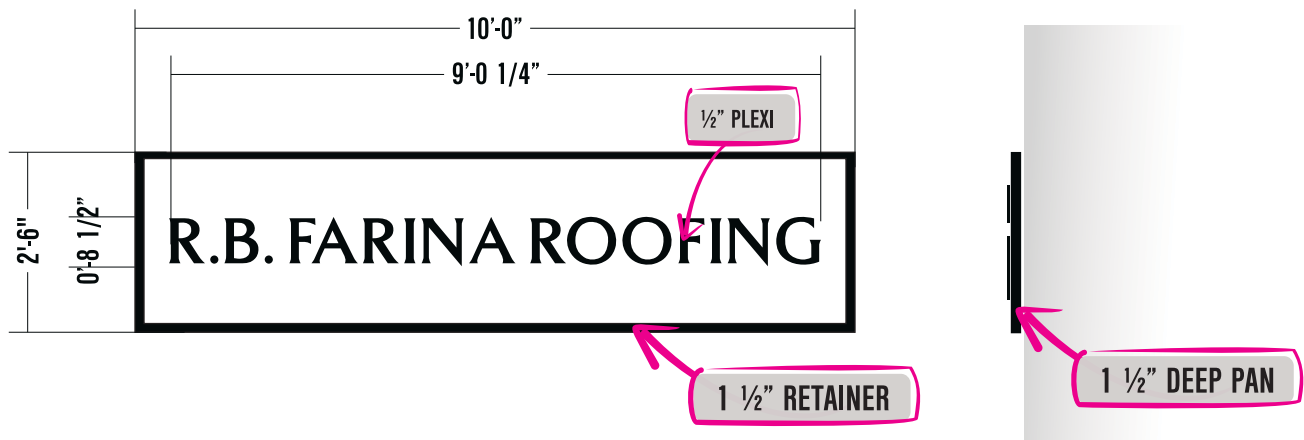
Client:	Date:
Design: LP	Date: 11/17/22
Sales:	Date:
Updating:	Date:
Production:	Date:

DESIGNER: AS
SALES REP: MCFA
PW: JB

1309-1323 MASS AVE.
1309-1323 MASS AVE.
ARLINGTON, MA 02476

11.18.21

ITEM A
SHEET 1.0



EXISTING SIGN



11'-6" Sign Band Length x 60% = 6'-10 3/4" Max Length Allowed.
(Sign is 10'-0" Long.)

2'-10 1/2" Sign Band Height x 20% = 0'-7" Therefore Min. Distance
from Top/Bottom of Sign Band to Sign to be at least 0'-7."
(Sign has 0'-2 1/4" Above and Below.)

11'-6" Sign Band Length x 20% = 2'-3 5/8" Therefore Min. Distance
from Left/Right of Sign Band is to be at least 1'-0."
(Sign has 0'-9" on Left and Right Side.)

SCOPE OF WORK

REMOVE & DISPOSE (1) EXISTING NON-ILLUMINATED SIGN

MANUFACTURE & INSTALL (1) S/F 1-1/2" DEEP NON-ILLUMINATED ALUMINUM DISHPAN
WITH 1-1/2" RETAINER AND 1/2" THICK BLACK PLEX FCOS APPLIED TO THE FACE.
PAN MUST BE SEAMLESS.

TOTAL SQUARE FEET: 25.00 SQ FT

EXISTING SQUARE FEET: 26.58 SQ FT

COLOR SCHEDULE - CLIENT TO VERIFY

PTM BLACK 1/2" BLACK PLEXI PTM WHITE

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& BONDING OF ALL ELECTRICAL ITEMS. ELECTRICAL ITEMS WILL HAVE
UL LABELING.

PROJECT APPROVAL

Client:	Date:
Design: LP	Date: 11/17/22
Sales:	Date:
Updating:	Date:
Production:	Date:

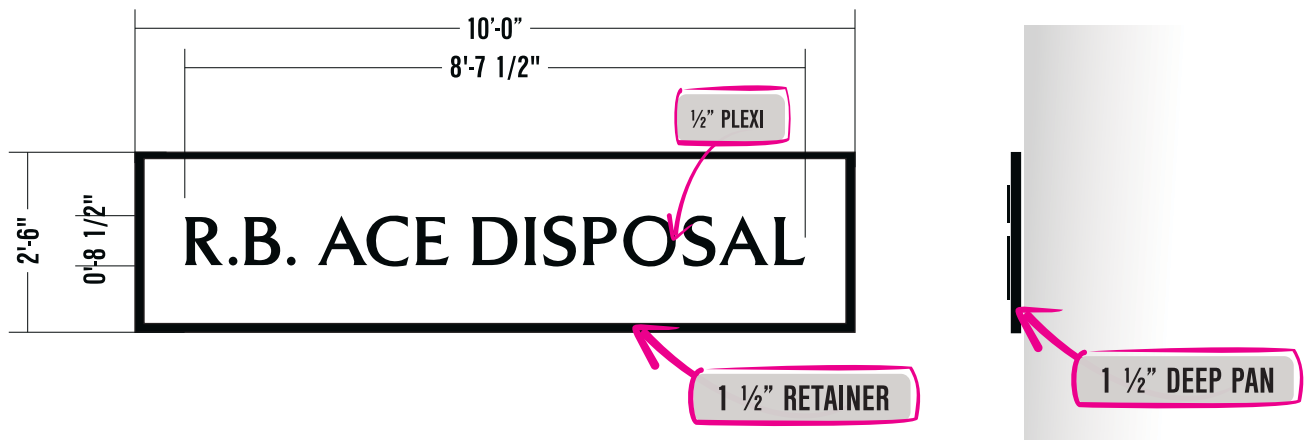
DESIGNER: AS
SALES REP: MCFA
PW: JB

1309-1323 MASS AVE.
1309-1323 MASS AVE.
ARLINGTON, MA 02476

11.18.21

ITEM B

SHEET 2.0



EXISTING SIGN



10'-0" Sign Band Length x 60% = 6'-0" Max Length Allowed.
(Sign is 10'-0" Long.)

2'-10 1/2" Sign Band Height x 20% = 0'-7" Therefore Min. Distance
from Top/Bottom of Sign Band to Sign to be at least 0'-7."
(Sign has 0'-2 1/4" Above and Below.)

10'-0" Sign Band Length x 20% = 2'-0" Therefore Min. Distance
from Left/Right of Sign Band to Sign to be at least 1'-0."
(Sign has 0'-0" on Left/Right of Sign.)

SCOPE OF WORK

REMOVE & DISPOSE (1) EXISTING NON-ILLUMINATED SIGN

MANUFACTURE & INSTALL (1) S/F 1-1/2" DEEP NON-ILLUMINATED ALUMINUM DISHPAN
WITH 1-1/2" RETAINER AND 1/2" THICK BLACK PLEX FCOS APPLIED TO THE FACE.
PAN MUST BE SEAMLESS.

TOTAL SQUARE FEET: 25.00 SQ FT

COLOR SCHEDULE - CLIENT TO VERIFY

PTM BLACK 1/2" BLACK PLEXI PTM WHITE

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UL LABELING.

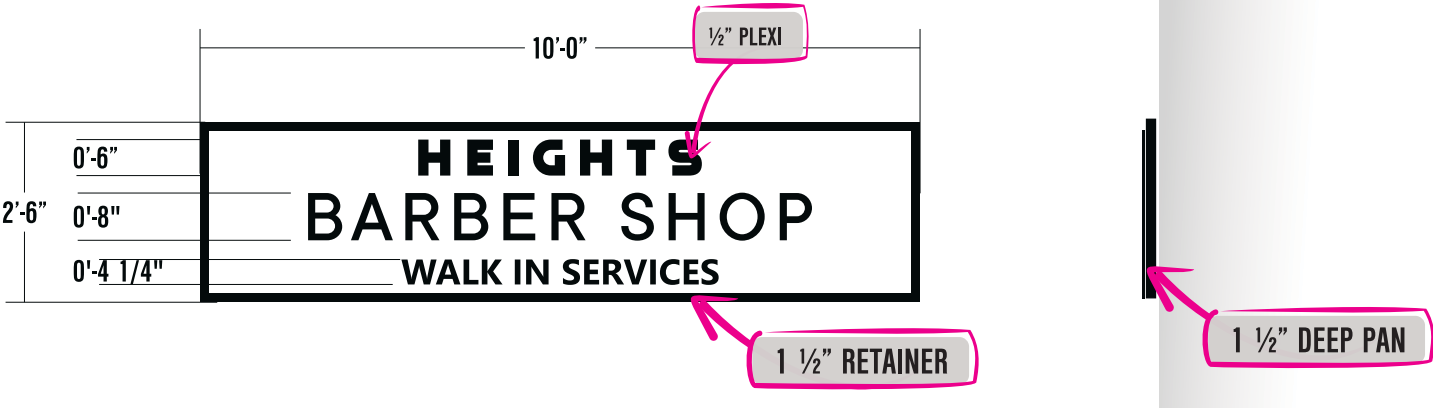
PROJECT APPROVAL	
Client:	Date:
Design: LP	Date: 11/17/22
Sales:	Date:
Updating:	Date:
Production:	Date:

DESIGNER: AS
SALES REP: MCFA
PW: JB

1309-1323 MASS AVE.
1309-1323 MASS AVE.
ARLINGTON, MA 02476

11.18.21

ITEM
B
SHEET 2.0



SCALE: 1/8"=1'-0"

EXISTING SIGN



11'-6" Sign Band Length x 60% = 6'-10 3/4" Max Length Allowed (Sign is 10'-0" Long)

2'-10 1/2" Sign Band Height x 20% = 0'-7" Therefore Min. Distance from Top/Bottom of Sign Band to Sign to be at Least 0'-7." (Sign has 0'-2 1/4" Above and Below Sign.)

11'-6" Sign Band Length x 20% = 2'-3 5/8" Therefore Min. Distance from Left/Right of Sign Band to Sign to be at Least is 1'-0." (Sign has 0'-9" on Left and Right Side.)

SCOPE OF WORK

REMOVE & DISPOSE (1) EXISTING NON-ILLUMINATED SIGN

MANUFACTURE & INSTALL (1) S/F 1-1/2" DEEP NON-ILLUMINATED ALUMINUM DISHPAN WITH 1-1/2" RETAINER AND 1/2" THICK BLACK PLEX FCOS APPLIED TO THE FACE. PAN MUST BE SEAMLESS.

TOTAL SQUARE FEET: 25.00 SQ FT

EXISTING SQUARE FEET: 24.00 SQ FT

COLOR SCHEDULE - CLIENT TO VERIFY

PTM BLACK 1/2" BLACK PLEXI PTM WHITE

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PROJECT APPROVAL

Client:	Date:
Design: LP	Date: 11/17/22
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Updating:	Date:
Production:	Date:

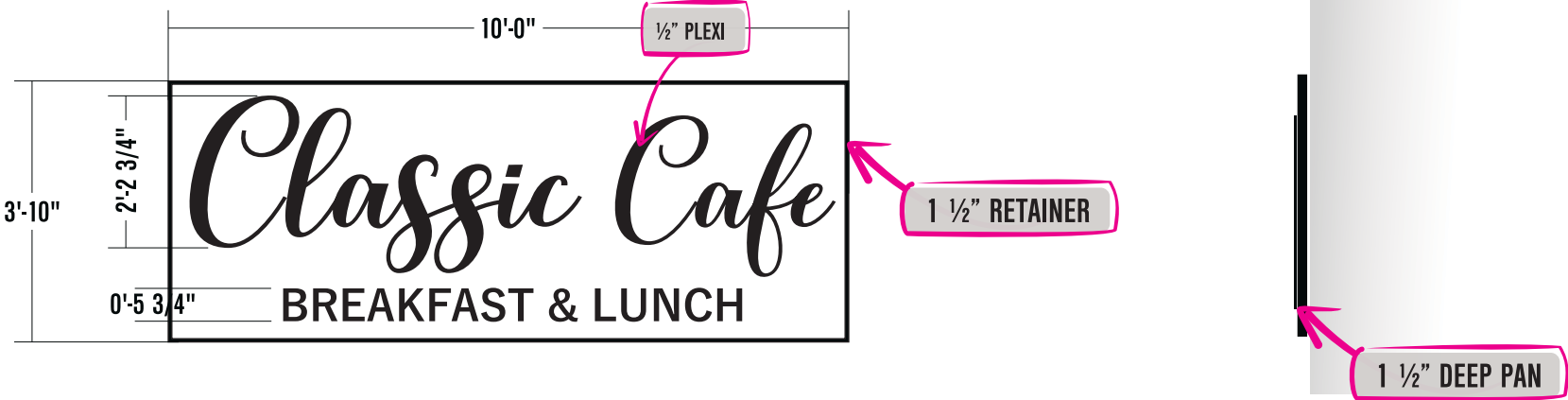
DESIGNER: AS
SALES REP: MCFA
PW: JB

1309-1323 MASS AVE.
1309-1323 MASS AVE.
ARLINGTON, MA 02476

11.18.21

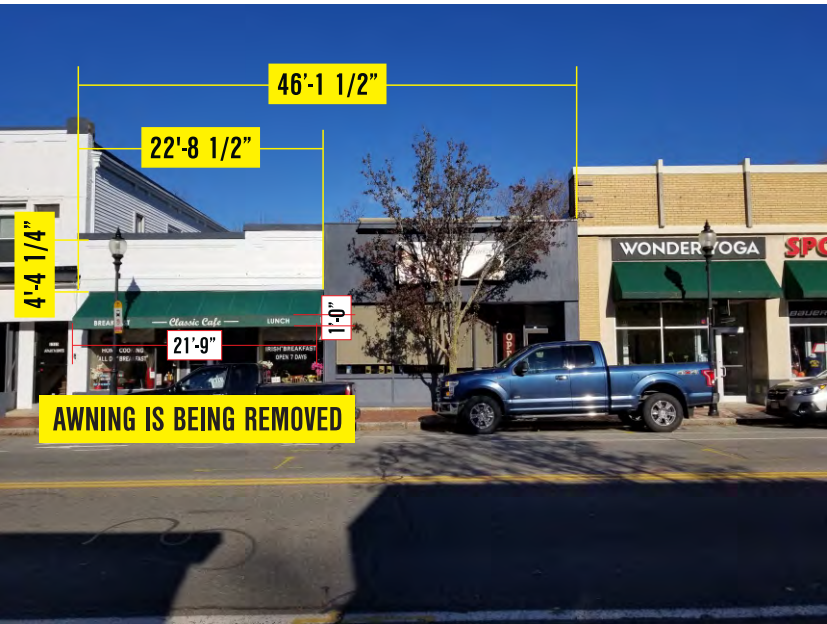
ITEM C

SHEET 3.0



SCALE: 1/8"=1'-0"

EXISTING SIGN



22'-8 1/2" Sign Band Length x 60% = 13'-7 1/2" Max Length Allowed (Sign is 10'-0" Long)

4'-4 1/4" Sign Band Height x 20% = 0'-10.45" Therefore Min. Distance from Top/Bottom of Sign Band to Sign to be at least 0'-10.45" (Sign has 3-1/8" Above and Below.)

22'-8 1/2" Sign Band Length x 20% = 4'-6" Therefore Min. Distance from Left/Right of Sign Band to Sign be at least 1'-0." (Sign has 6'-4 1/4" on Left and Right Side.)

SCOPE OF WORK

MANUFACTURE & INSTALL (1) S/F 1-1/2" DEEP NON-ILLUMINATED ALUMINUM DISHPAN WITH 1-1/2" RETAINER AND 1/2" THICK BLACK PLEX FCOS APPLIED TO THE FACE. PAN MUST BE SEAMLESS.

TOTAL SQUARE FEET: 38.33 SQ FT (SIGN)
EXISTING SQUARE FEET: 21.75 SQ FT (AWNING VALANCE)

COLOR SCHEDULE - CLIENT TO VERIFY

PTM BLACK 1/2" BLACK PLEXI PTM WHITE

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PROJECT APPROVAL

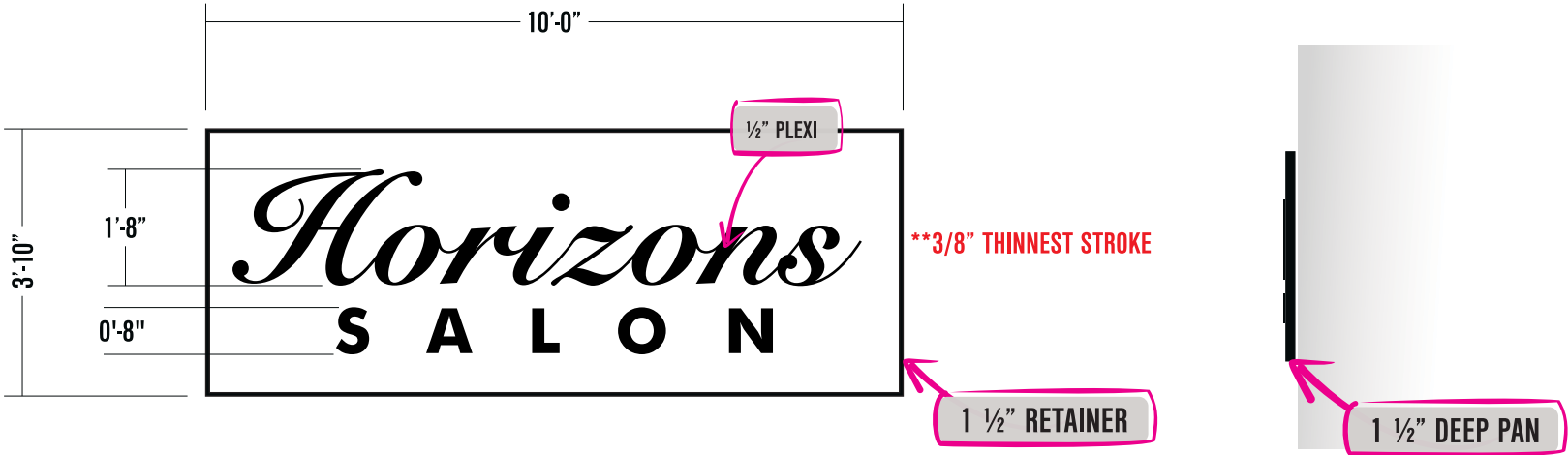
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Design: LP Date: 11/17/22
Sales: Date:
Updating: Date:
Production: Date:

DESIGNER: AS
SALES REP: MCFA
PW: JB

1309-1323 MASS AVE.
1309-1323 MASS AVE.
ARLINGTON, MA 02476

11.18.21

ITEM D
SHEET 4.0



SCALE: 1/8"=1'-0"

EXISTING SIGN



23'-5" Sign Band Length x 60% = 14'-0 5/8" Max Length Allowed
(Sign is 10'-0" Long)

7'-3 3/4" Sign Band Height x 20% = 1'-5 1/2" Therefore Min. Distance
from Top/Bottom of Sign Band to Sign to be at least 1'-0."
(Sign has 1'-8 7/8" Above and Below.)

23'-5" Sign Band Length x 20% = 4'-8 1/4" Therefore Min. Distance
from Left/Right of Sign Band to Sign to be at least 1'-0."
(Sign has 6'-8 1/2" on Left and Right Side.)

**** PERMITTED SIGN (FOR REFERENCE)

SCOPE OF WORK

REMOVE & DISPOSE OF (1) EXISTING SIGN CABINET.

MANUFACTURE & INSTALL (1) S/F 1-1/2" DEEP NON-ILLUMINATED ALUMINUM DISHPAN
WITH 1-1/2" RETAINER AND 1/2" THICK BLACK PLEX FCOS APPLIED TO THE FACE.
PAN MUST BE SEAMLESS.

TOTAL SQUARE FEET: 38.33 SQ FT

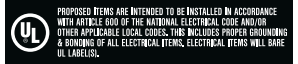
EXISTING SQUARE FEET: 35.83 SQ FT

COLOR SCHEDULE - CLIENT TO VERIFY

PTM BLACK 1/2" BLACK PLEXI PTM WHITE



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DESIGNER: AS
SALES REP: MCFA
PW: JB

1309-1323 MASS AVE.

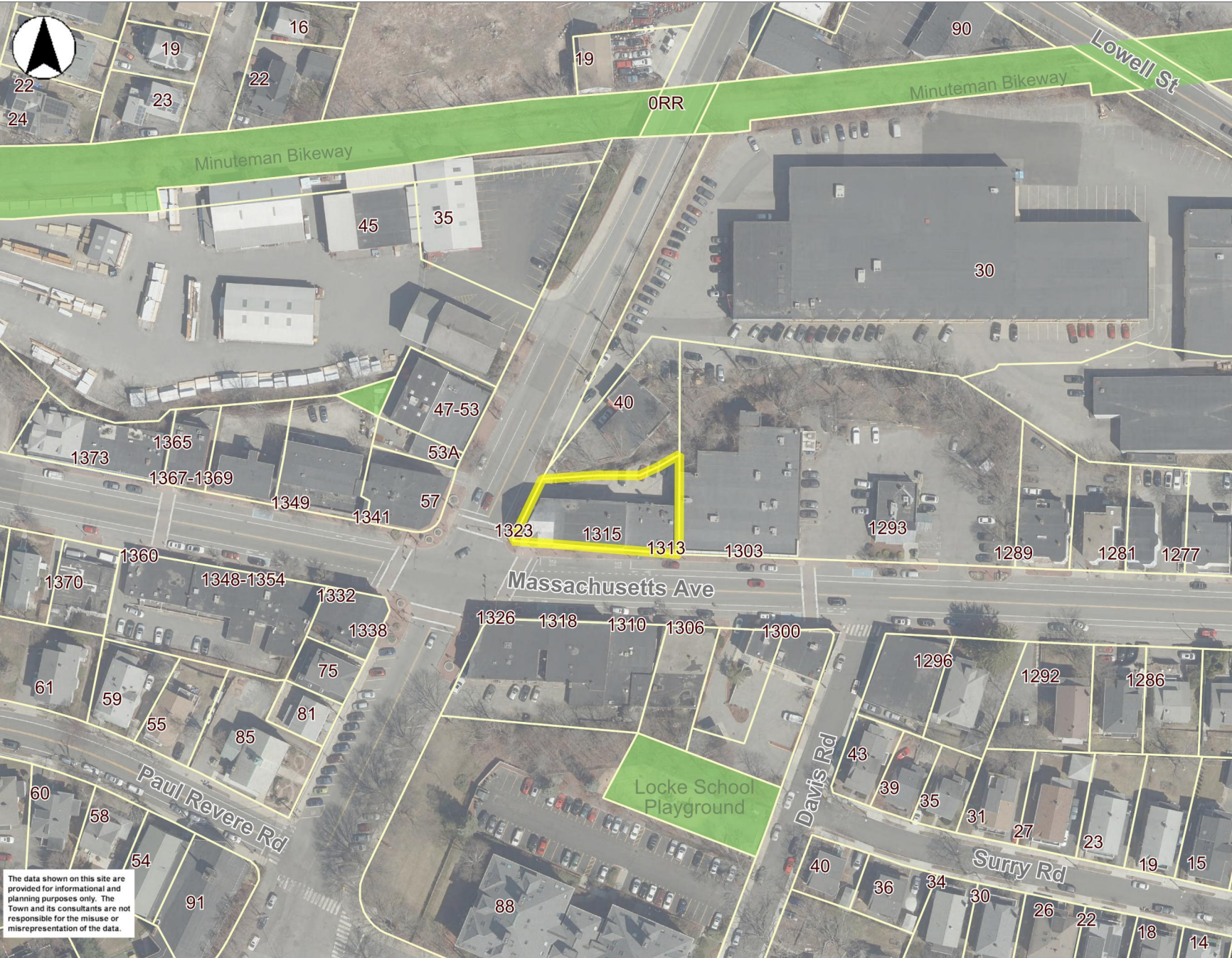
1309-1323 MASS AVE.
ARLINGTON, MA 02476

11.18.21

ITEM E

SHEET 5.0





-  TOWN OF ARRLINGTON
MASSACHUSETTS
- Places by Category
- Police Station
 - Fire Station
 - School
 - Library
 - Public Works
- Tree - Inventory (for Base I)
- Poles (For Base Maps - Hi)
- Traffic Signal Pole
 - Pedestrian Signal Po
 - Street Light
 - Recreation - Facilities
- Recreation - Fields Courts
- Open Space: Conservation
- Open Space - Minuteman I
- Open Space - Labels
- Open Space
- Town, State, or Private
 - Other Town Owned
- MA Highways
- Interstate
 - US Highway
 - Numbered Routes
- Abutting Towns
- Town Boundary

0 160 320 ft

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Town of Arlington, MA