



Town of Lexington

Here's Your Sign: A Brief Guide to Temporary Signage in the Town of Lexington

The Town of Lexington's zoning bylaw permits you to install temporary signs on your property in certain circumstances (§ 135-78D). Given the timing and duration of the construction at the Marrett-Waltham intersection, as well as precedent in the area, it may be possible to install temporary signs at your location for the duration of the construction. Building owners may also apply for special permits on behalf their tenants in order to streamline the process.

A special permit is required for a temporary sign, issued after a successful hearing with the Zoning Board of Appeals (ZBA). A copy of the Application for Hearing can be found at:

[http://lexingtonma.gov/building/ZBA%20Appl%20full%20version%20Revised%208-10-10\).pdf](http://lexingtonma.gov/building/ZBA%20Appl%20full%20version%20Revised%208-10-10).pdf).

In general, applications for a special permit require:

- The proposed sign
- All existing signs maintained on the premises
- A plot plan and a sketch of the building facade indicating the location of the proposed and any existing signs
- Specifications for construction, lighting, and wiring in accordance with the State Building Code

The Zoning Board of Appeals meets twice monthly, with the following schedule. Due to the nature of a special permit hearing, a legal notice of the meeting must be advertised twice in the Lexington Minuteman as well.

Meeting Date (Thursday, 7:30 p.m., Selectman's Meeting Room)	Application Deadline (Friday)	Minuteman Deadline (Thursday)
April 14, 2011	March 18	March 24
April 28, 2011	April 1	April 7
May 12, 2011	April 15	April 21
May 26, 2011	April 29	May 5
June 9, 2011	May 13	May 19
June 23, 2011	May 26	June 2
July 14, 2011	June 17	June 23
July 28, 2011	July 1	July 7

Design review by the Town's Design Advisory Committee (DAC) is also required prior to the ZBA hearing. The Committee usually meets on the first Wednesday of every month; for additional information about the Committee's schedule, contact Lynne Pease in the Board of Selectmen's Office at 781-862-0500 x208 or lpease@lexingtonma.gov.

It is strongly recommended that you meet with one of the Town staff members listed below before beginning the permitting process:

Dianne Cornaro, Clerk
Email: dcornaro@lexingtonma.gov
Telephone: 781-862-0500 Ext. 207

David L. George, Zoning Administrator
Email: dgeorge@lexingtonma.gov
Telephone: 781-862-0500 Ext. 216