



MAPLEWOOD VILLAGE ALLIANCE  
Design Review Application

Date:

\_\_\_\_\_

Applicant's Name:

\_\_\_\_\_

Business Name:

\_\_\_\_\_

Business Address:

\_\_\_\_\_

Business Phone:

\_\_\_\_\_

Other Phone:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Application for:     Outside Sign                       Awning                       Outside Paint  
                                  Permanent Window Graphic                       Facade Improvement                       Other

Please briefly describe the work to be completed:

Please refer to the checklists below while preparing your application.  
*Applications will not be processed if incomplete.*

**Return your completed application and required materials to:**

Via mail: maplewoodvillagenj@gmail.com

Via postal mail: Maplewood Village Alliance, PO Box 1360, Maplewood, NJ 07040

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FOR DESIGN REVIEW BOARD 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: \_\_\_\_\_

**Checklists for applications:**

**Signage, Awning, and Façade Improvements:**

- Drawing of building and sign/awning placement  
(line drawing, sketch, or rendering drawn 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, aluminum, etc.)
- Indication of all proposed lettering and graphics, including typeface(s) and type size(s)
- Photograph showing your building
- Photograph showing 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 signage 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(s), including proposed lettering or graphics
- Material specifications (vinyl, paint, etc.)
- Photograph showing your building
- Photograph showing the window area on which you propose new signage
- Material samples
- Swatch and/or paint color chips