



SIGN SUBMITTAL PACKAGE

# Seaport Boston, MA

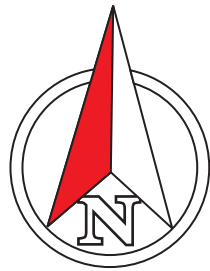
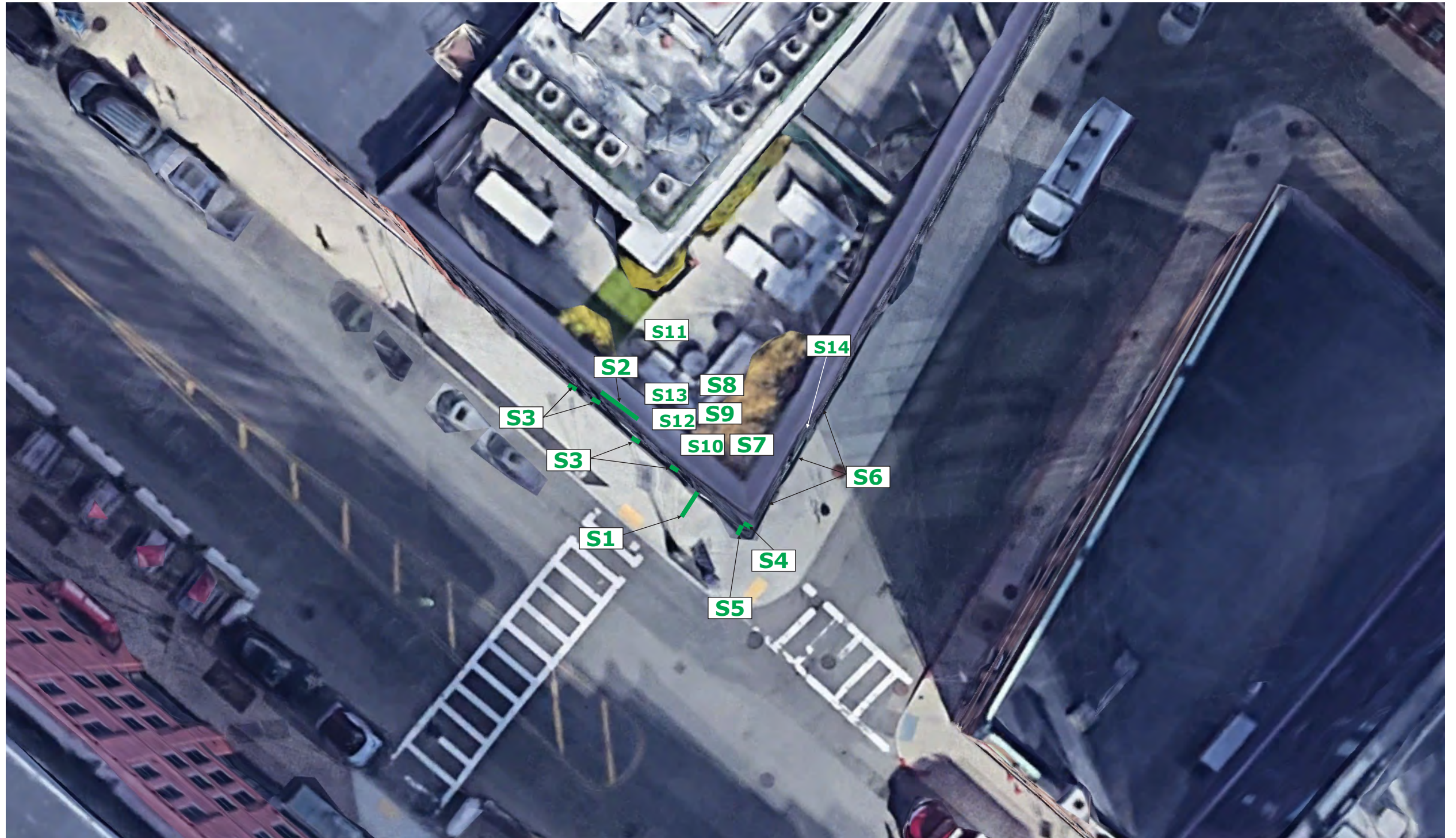


		TABLE OF CONTENTS			VARIANCE		
GENERAL NOTES & PERMIT TIMES		PAGE	SIGN TYPE	COLOR	SQ.FT.	REQUIRED? EXPLANATION (IF REQD.)	
GC Scope:  1. Paint building per color plan provided.  2. Patch and paint holes from all sign removals.  3. Ensure power is provided for new illuminated signs.		2	Site Map				
		3	GC Scope				
		<b>Southwest Exterior Elevation</b>					
		4	S1 - Reface - Non illuminated 24" flag sign.		4		
		5	S2 - ICLL-1-15- Channel letters, Green - illuminated, Horizontal		10.5		
		6	S3 - Custom Vinyl logo - 3' dusted crystal letters				
		<b>Southeast Exterior Elevation</b>					
		7	S4 - Custom Wall Plaque - 26" x 26" green panel with Vertical Logo		4.2		
		8	S5 - DHR-1 - Door hours single door				
		9	S6 - Custom Vinyl logo - 3' dusted crystal letters				
		<b>Interior</b>					
		10	S7 - Remove "Bank" from letterset				
				11	S8 - Remove "Bank" from letterset		
		12	S9 - Remove "Bank" from letterset				
		13	S10 - Leave As Is - ATM Glow Wall				
<b>ELECTRICAL ACCESS</b>		14	S11 - Leave As Is - Daisy Dimensional Logo				
It is recommend for Electrician to put all exterior signage on a single circuit with a timer or photo-cell to allow for signs to illuminate at night only.		15	S12 - Leave As Is - Illuminated Dimensional Daisy				
		16	S13 - Leave As Is - Non-Illuminated Dimensional Daisy				
		<b>Southeast Exterior</b>					
		17	S14 - ICLL-1-15- Channel letters, Green - illuminated, Horizontal		10.5		
		18	Code Check				



**SITE MAP &  
STREET VIEWS**

SITE MAP  
LINK



2655 International Pkwy., Virginia Beach, VA 23452  
PHONE: (757) 427-1900 - FAX: (757) 430-1297  
www.AGI.net

BRANCH NUMBER:      R/C NUMBER:  
REQUIRES VARIANCE:  NO  YES  TBD

BRANCH NAME & ADDRESS:  
Citizens - Seaport  
338 Congress Street  
Boston, MA 02110

DESIGNER: OD      DATE: 5/31/2022      REV. DATE:  
PATH: O:\CZN\CZN100-Seaport-001\_CitizensBank

**CONTACTS**

PROJECT MANAGER:  
Devin White  
CITIZENS BANK PROJECT MANAGER:  
Michael Larocque  
CITIZENS BANK DESIGN MANAGER:  
Wissam Joahari

**APPROVAL STAMP:**

**SITE MAP**

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# GC SCOPE

ELEVATION	SIGN #	PAGE	QTY	REMOVAL	PAINT	ELECTRICAL	OTHER
Southwest Interior	S2	5		Remove existing channel letters	Patch holes and paint to match existing wall color	Use existing 120v electrical connection	
Southwest Interior	S9	12	1	Remove "Bank" from existing letterset	Patch holes and paint to match existing wall color		Center "Citizens" on sign band



ELEVATION	SIGN #	PAGE	QTY	REMOVAL	PAINT	ELECTRICAL	OTHER
Southeast Interior	S14	17		Remove existing channel letters	Patch holes and paint to match existing wall color	Use existing 120v electrical connection	



**Southwest Elevation**

S1 - Reface - Non illuminated 24" flag sign.

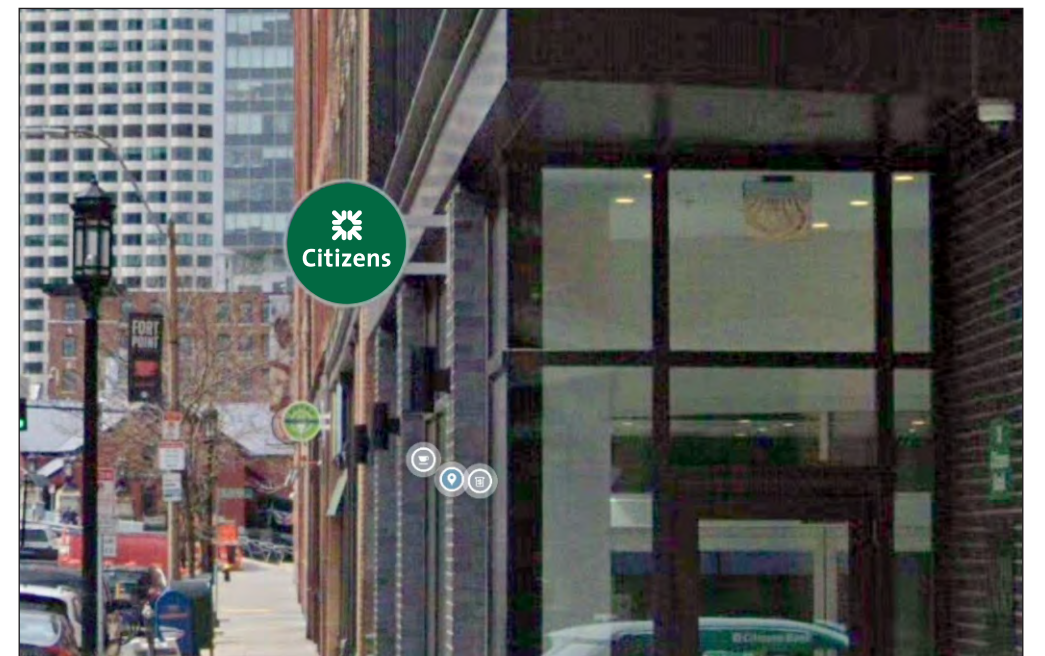
Qty: 1



**Existing**



**Proposed**



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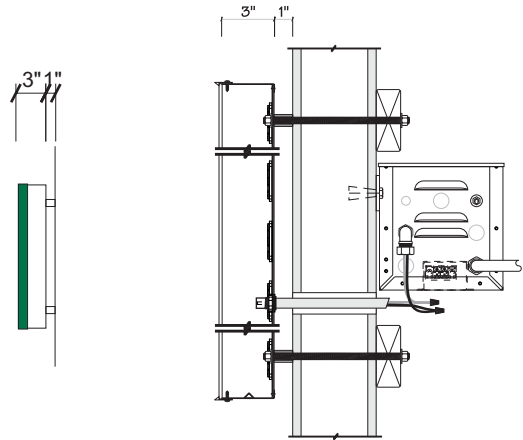
Existing

Southwest Elevation

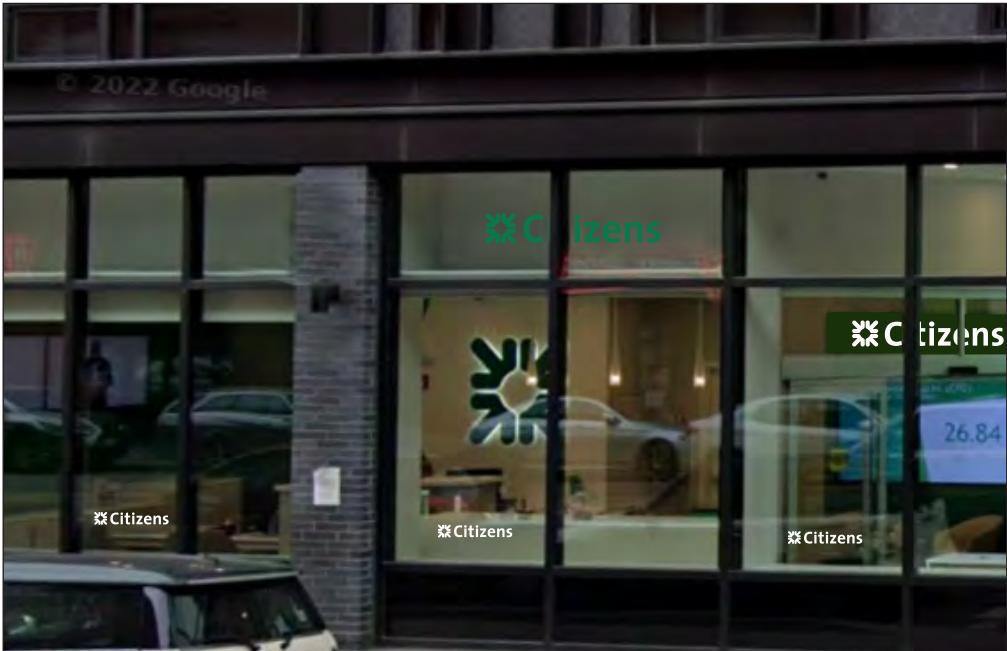
S2 - ICLL-1-15- Channel letters, Green - illuminated, Horizontal 1'-4 1/8" OAH x 7'-9 3/4" OAW, 10.50 sf

Qty: 1

Notes: Channel Letters are located behind glass window mounted on Bm1464 light pewter soffit. Existing letters are 12". Use existing power supply 120v @3amps. GC to patch and paint between removal and install.



Proposed

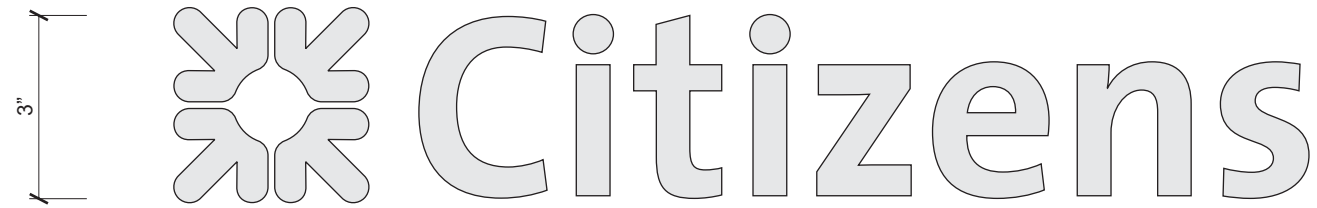




**Southwest Elevation**

S3 - Custom Vinyl logo - 3' dusted crystal letters

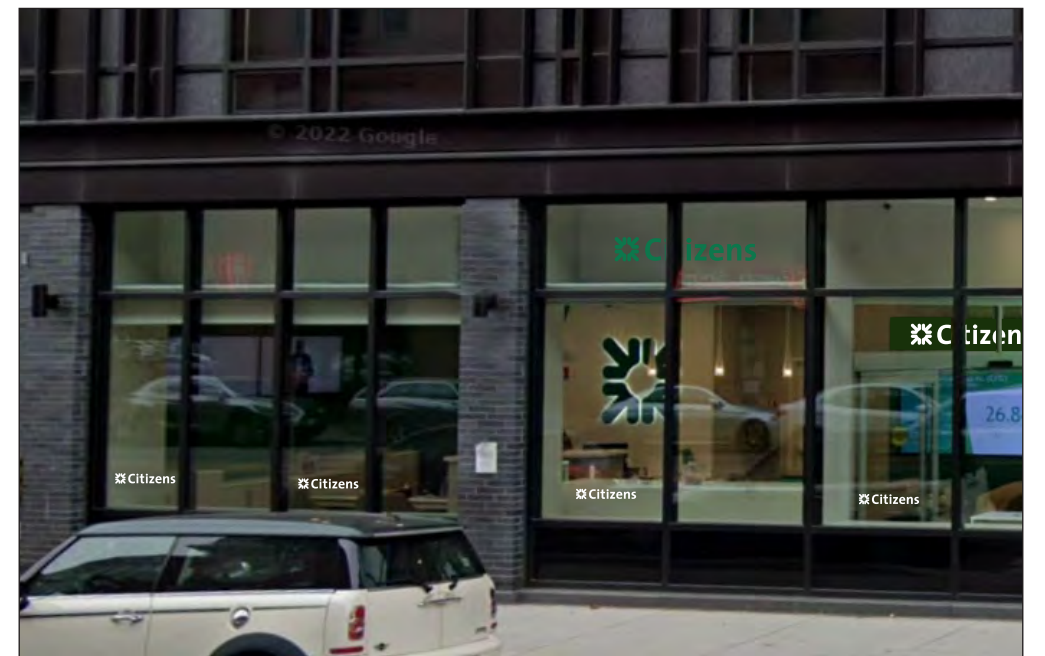
Qty: 4



**Existing**



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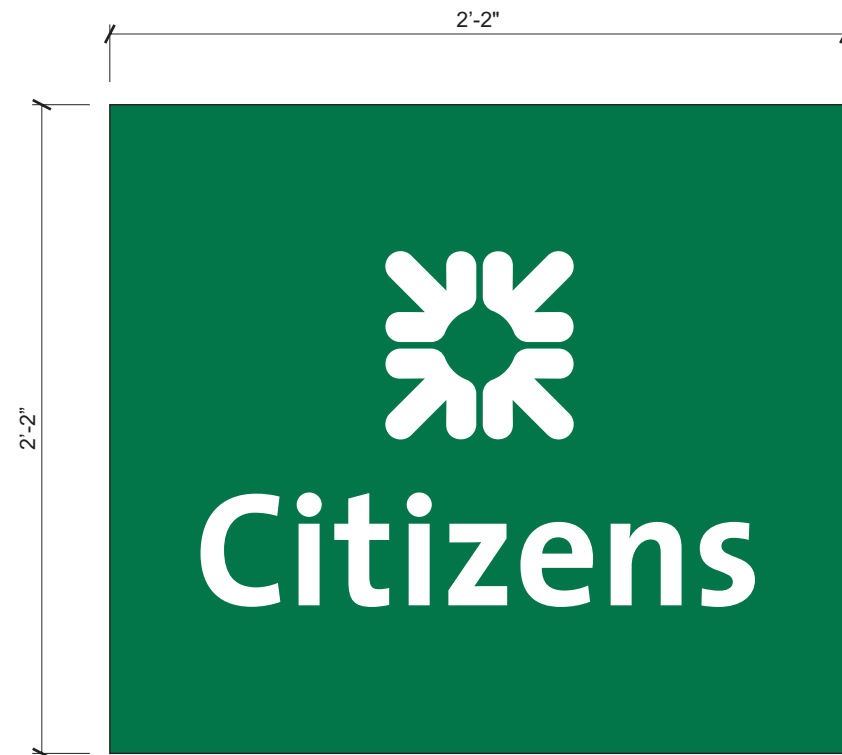
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**Southeast Elevation**

S4 - Custom Wall Plaque - 26" x 26" green panel with Vertical Logo

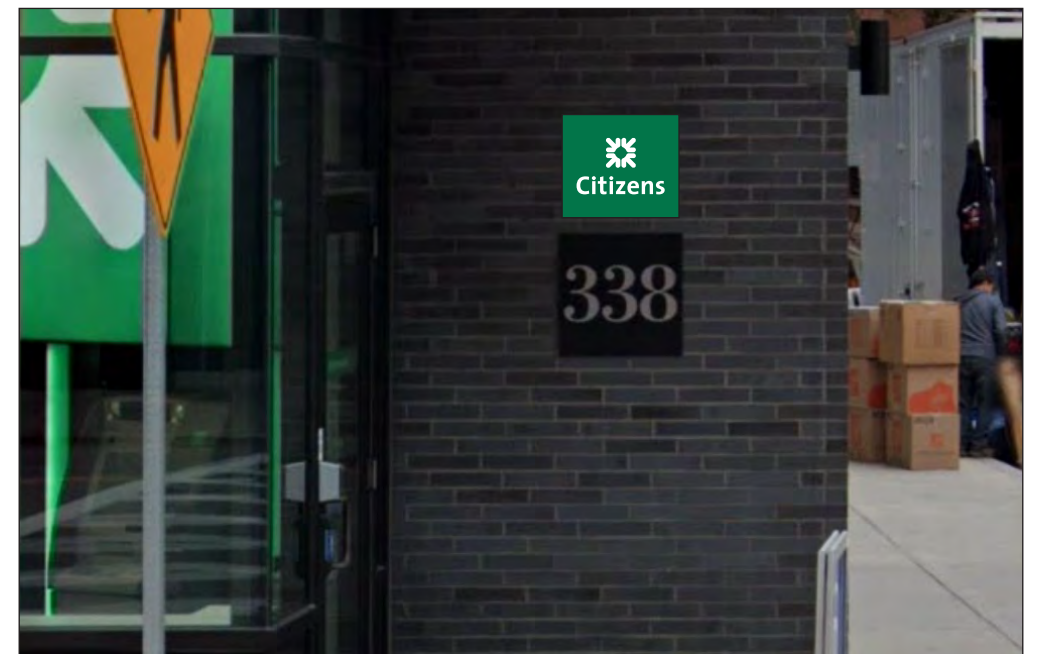
Qty: 1



**Existing**



**Proposed**



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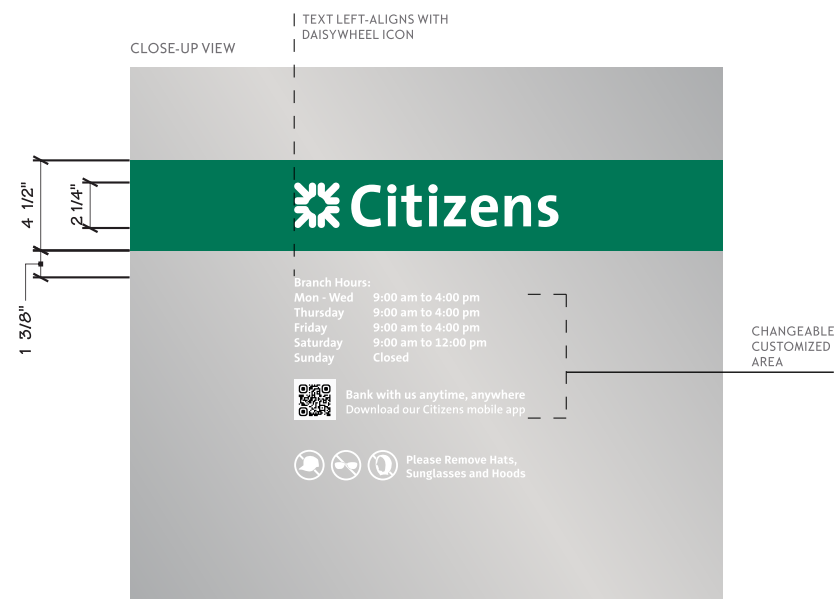
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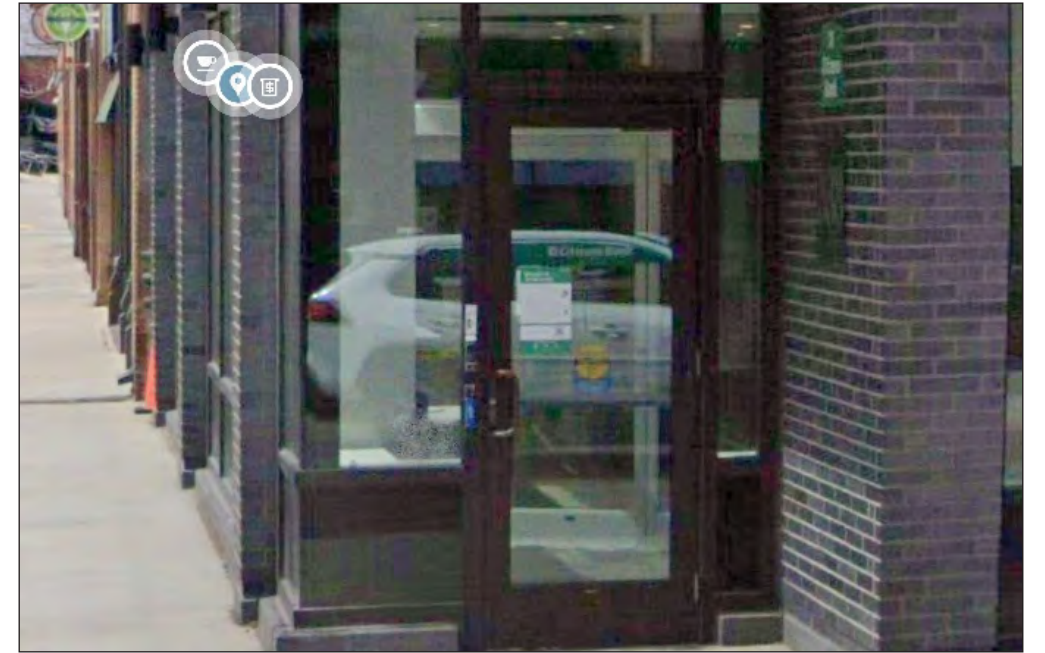


**Southeast Elevation**

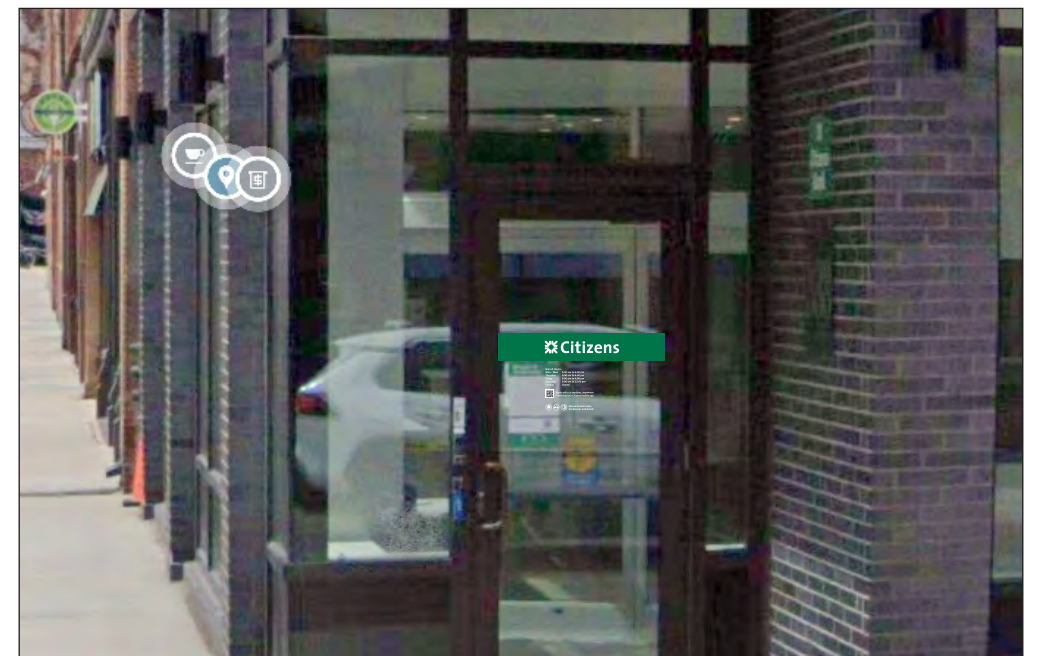
S5 - DHR-1 - Door hours single door



**Existing**



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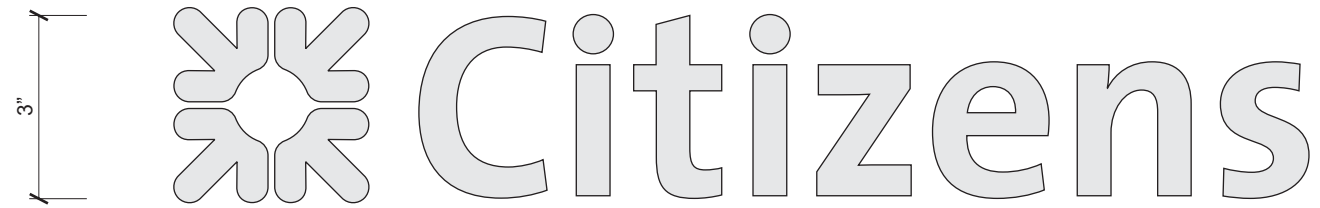
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**Southeast Elevation**

S6 - Custom Vinyl logo - 3' dusted crystal letters

Qty: 3

Existing



Proposed



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**Southeast Elevation**

S7 - Replace letters with Green letters. Center letters on sign band.  
 Note: Patch holes and paint to match existing wall.

Note: Work to be completed by Miller Zell.

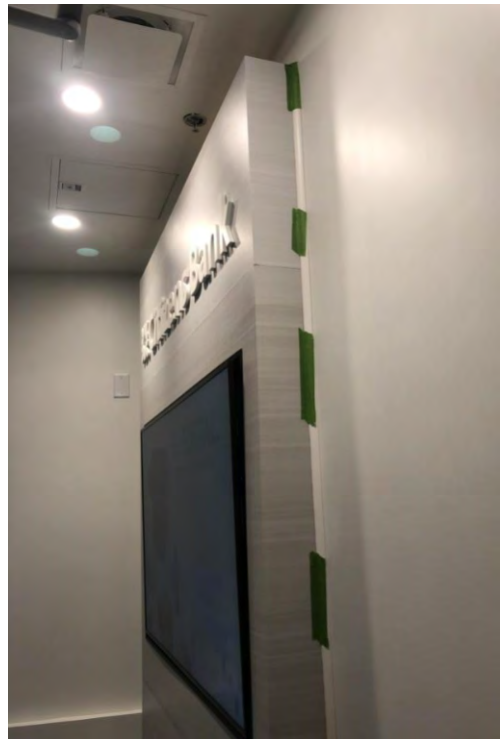


Existing



Existing

Proposed



Proposed



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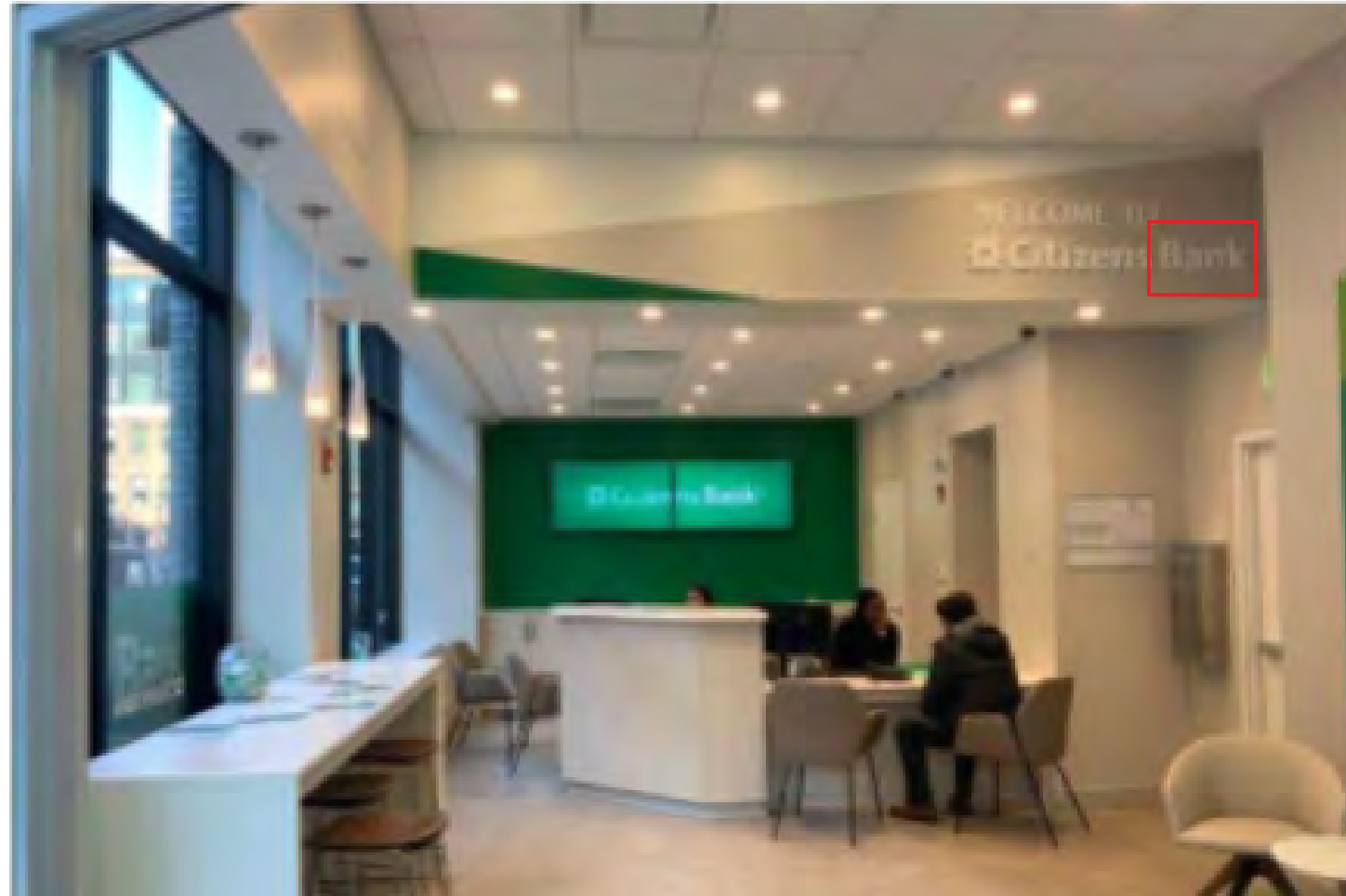
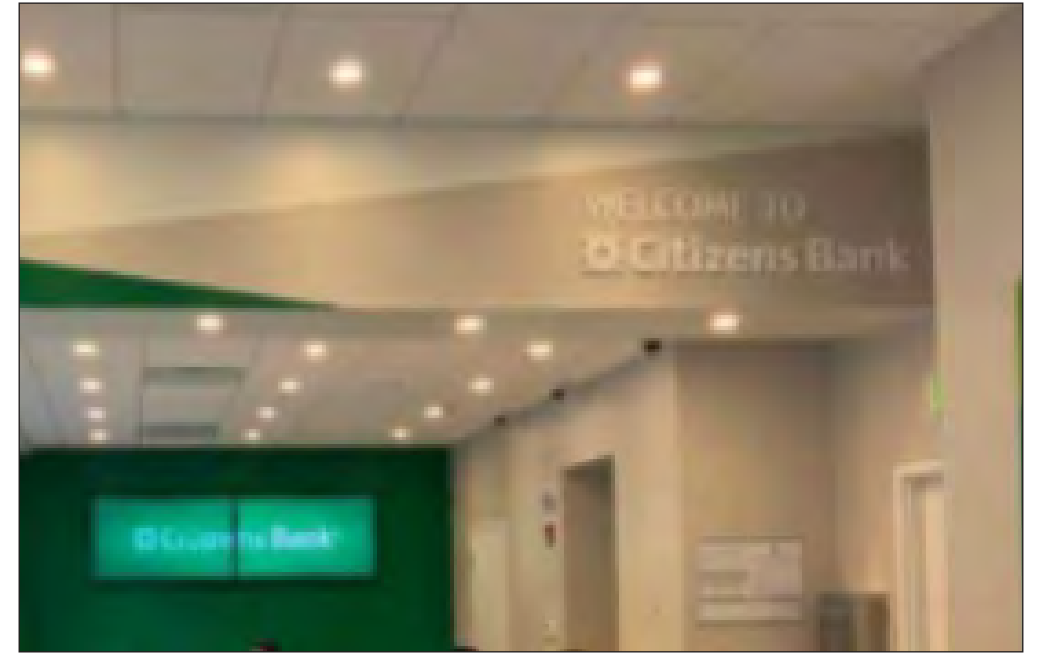
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**Interior**

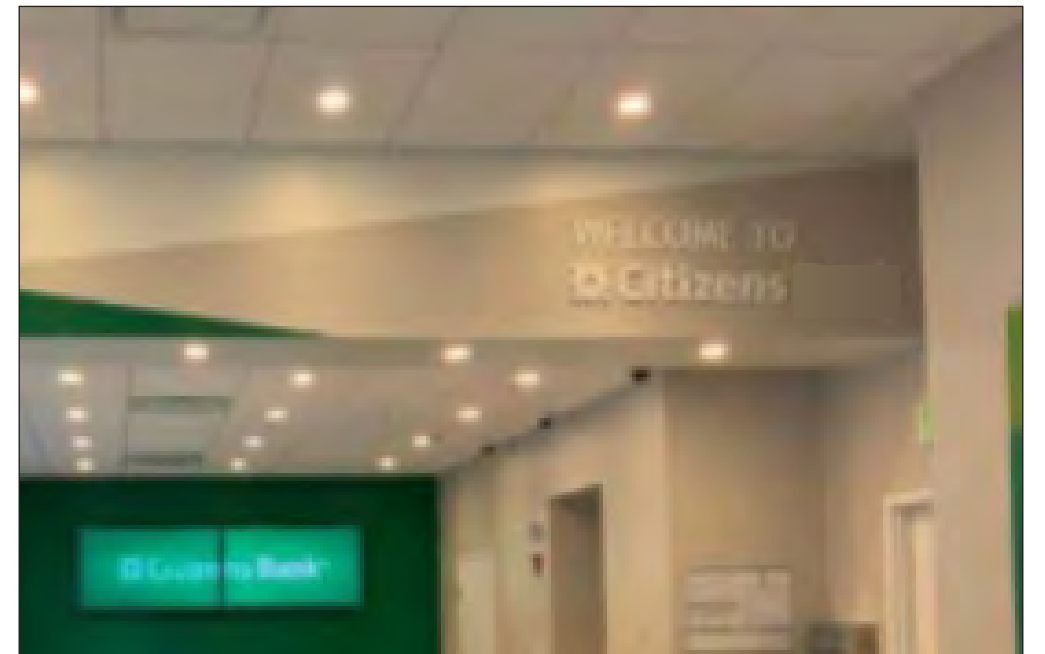
S8 - Remove "Bank" from letterset.

Note: Patch holes and paint wall to match existing.

**Existing**



**Proposed**



Scale: 1/2" = 1' 0"



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Existing

**Interior**

S9 - Remove "Bank" from letterset. Center " (Logo) Citizens" on existing sign band.

Note: Patch holes and paint wall to match existing.



Proposed



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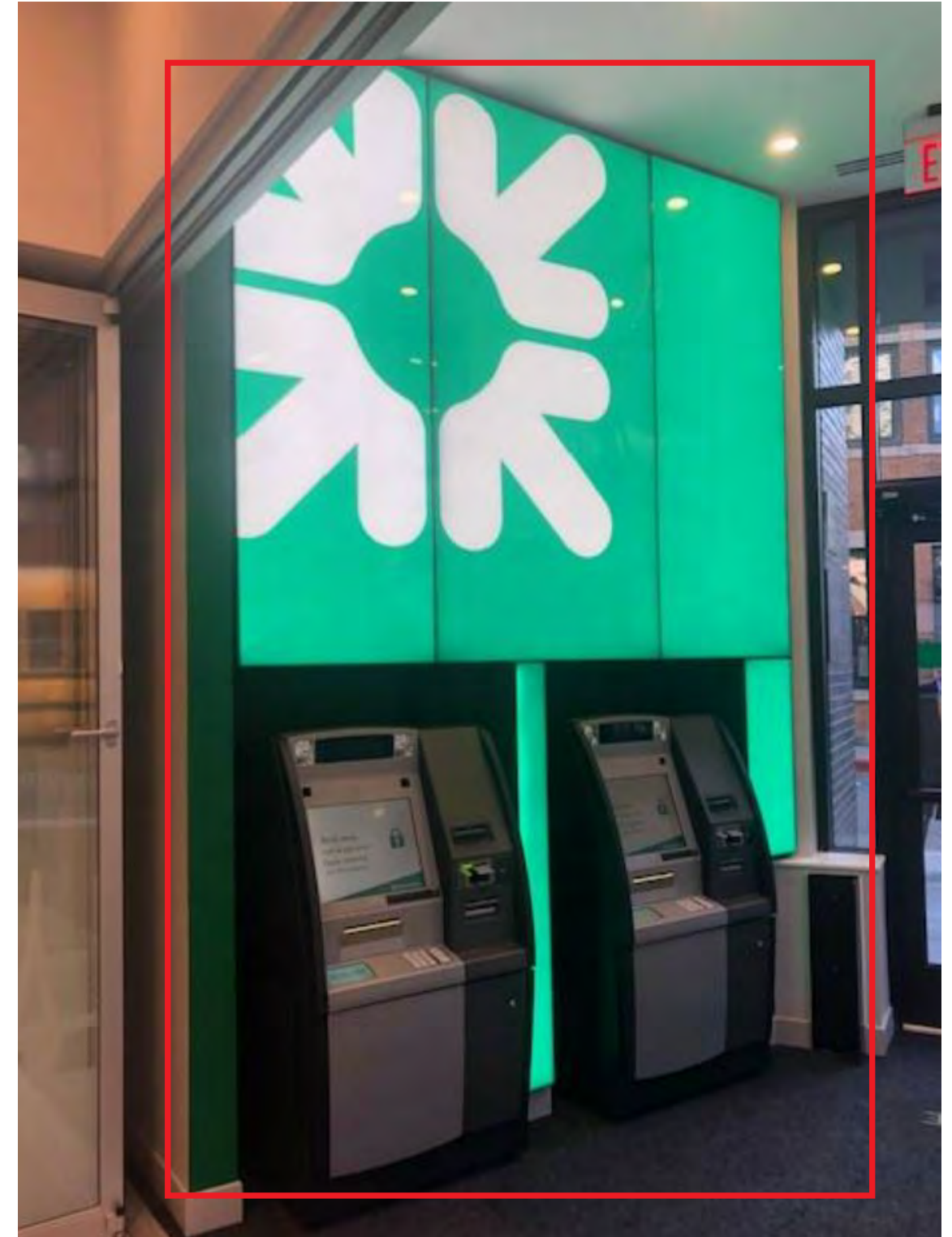
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**Interior**

S10 - Leave As Is - ATM Glow Wall



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**Interior**

S11 - Leave As Is - Daisy Dimensional Logo



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**Interior**

S12 - Leave As Is - Illuminated Dimensional Daisy



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**Interior**

S13 - Leave As Is - Non-Illuminated Dimensional Daisy



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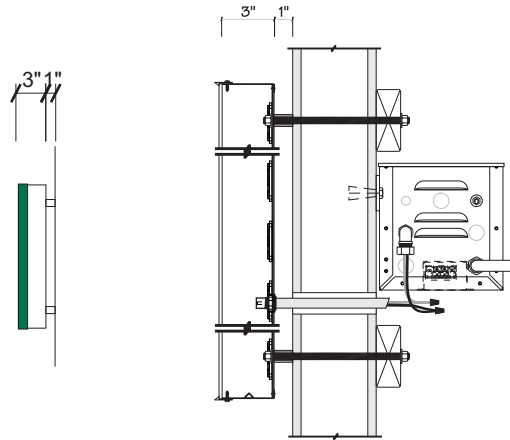
Existing

**Southeast Elevation**

S14 - ICLL-1-15- Channel letters, Green - illuminated, Horizontal 1'-4 1/8" OAH x 7'-9 3/4" OAW, 10.50 sf

Qty: 1

Notes: Sun shades are installed and are currently in use at recommended location.  
Technical Survey Required.



Proposed





# CODE CHECK



PRE-PERMIT SIGN INFO		Property ID: CZN100-Seaport-001/215241
A.) Project Name:	<u>Citizens</u>	Date Completed: <u>5/25/2022</u>
B.) Street Address:	<u>338 Congress St.</u>	
C.) Town / City / State / Zip:	<u>Boston, MA 02210-1205</u>	
D.) Contact for Permit/Zoning:	<u>Michael Cannizzo</u>	
E.) Contact Telephone:	<u>617-918-4386</u>	
F.) Jurisdiction: City/Town:	<u>City of Boston</u>	Address: <u>One City Hall Square</u>
or, County of:		City, ST Zip: <u>Boston, MA 02201</u>
G.) Zoning Classification for property:	<p>South Boston M-4 Restricted Manufacturing Overlays Groundwater Conservation Overlay District Restricted Parking District Coastal Flood Resilience Overlay District <b>Historic District: Fort Point Channel Landmark District.</b></p> <p><small>Ⓜ PUD/MSP may exist. The provisions herein are provided for the zoning district provided herein. Check with the Landlord prior to sign permit submittal. This code check was done as a rush service. City officials are not available to answer questions immediately.</small></p>	
H.) Is there a Master Sign Plan?		
I.) Is a permit required?	<u>Yes.</u>	
J.) What documents are required to file for the permit?	<p>Superimposed photographic drawings showing mounting details of proposed signs, photos of existing signs, measurements of existing and proposed signs, measurements of elevations and wall height, detailed footer for ground sign and engineers for freestanding signs, Landlord approval and owner authorization, site plan showing location of signs. Additional documents may be required and requested upon submittal based on scope of work.</p>	
K.) How long is the permit process?	<u>3-5 months.</u>	
are there special reviews involved?	<p><u>Please Note: Normally permitting times are not in effect during the pandemic as cities learn to revamp the way they are doing things you can expect delays.</u></p> <p><u>An additional 60-90 days may be required for BPDA Design review.</u> <u>Fort Point Channel Landmark District (FPCLD) Design Review will be required.</u></p>	
overlay districts?	<p>Overlays Groundwater Conservation Overlay District Restricted Parking District Coastal Flood Resilience Overlay District <b>Historic District: Fort Point Channel Landmark District.</b></p>	
city and county review required?	<u>City of Boston</u>	
design review board / ARB / DRB ?	<p><input type="checkbox"/> Adding a new sign requires a Long Form Permit from the City of Boston's Inspectional Services Department (ISD) and may trigger BPDA Design review. <input type="checkbox"/> Replacing an existing sign requires a Short Form Permit from ISD and may trigger BPDA Design review <input checked="" type="checkbox"/> <b>Fort Point Channel Landmark District (FPCLD) Design Review will be required.</b></p>	
community association review required?	<p>Community association information was not provided as a requirement. The city reserves the right to <b>require additional review.</b></p>	
L.) What are the fees for a sign permit?	<u>\$150 and up</u>	
M.) Is engineering needed for wall signs?	<u>Yes.</u>	
N.) Does engineering require a PE stamp?	<u>Yes.</u>	

O.) Is landlord approval required?	<u>Yes.</u>
P.) Legal Description Required for permit?	<u>Yes.</u>
Q.) Plat/Site Plan required for permit?	<u>Yes.</u>
R.) Are there any special reviews? Historical? Architectural? Design Review? Links to apps, board page, calendar, deadlines, etc. etc	<p>Board meetings are held in the BPDA Board Room on the 9th floor of Boston City Hall (the Kane Simonian Room, Room 900). Members of the public can get information about the BPDA Board meeting schedule and agendas via the online calendar. In addition, notices of scheduled BPDA Board meetings are posted on bulletin boards located on the 1st and 9th floors of Boston City Hall. Online Calendar: <a href="http://www.bostonplans.org/news-calendar/calendar">http://www.bostonplans.org/news-calendar/calendar</a></p> <p>Fort Point Channel Landmark District (FPCLD) Design Review: The fourth Tuesday hearing every month for the Landmarks Commission combines Design Review, from about 4 - 5:30 p.m., with the full commission hearing starting at 6 p.m. Deadlines: an application must be determined to be complete by staff fifteen (15) business days before the public hearing date.</p>
S.) What is the timeline for the special reviews? What is the cost for special review?	<p>An additional 60-90 days may be required for BPDA Design review. <input type="checkbox"/> <a href="https://www.bostonplans.org/getattachment/9b57370e-5a54-4d8d-b275-b93e1d7d42e1">https://www.bostonplans.org/getattachment/9b57370e-5a54-4d8d-b275-b93e1d7d42e1</a></p> <p>An additional 2-3 months for FPCLD Design Review.</p>
T.) Painting the building - are there any codes or restrictions on paint colors? What does the code say about design or color restrictions? The City Responded:	<p>Colors and designs for signage is only stipulated for electronic signs. Subject to review.</p>
<b>ATTACHED SIGNS &amp; WINDOW GRAPHICS</b>	
1.) Formula for calculating wall sign square footage (Max. Sq. Footage - Primary & Secondary signs):	<p><input checked="" type="checkbox"/> <b>Total Sign Area. The total Sign Area, in square feet, of all permanent Signs, except for signs on windows above the first floor, directional signs, and public purpose signs shall not exceed the Sign Frontage multiplied by two (2)</b></p> <p><input type="checkbox"/> Signs Parallel to Building Wall. For Signs parallel to a Building wall, including Signs painted on or affixed to awnings, canopies, marquees, security grate housings, or other Building projections, but not including Signs on windows above the first floor, freestanding Signs, directional Signs, and public purpose Signs, the total Sign Area, in square feet, shall not exceed the lesser of the Sign Frontage multiplied by two (2), or forty-five (45) square feet.</p>
2.) Sq. Ft allowance for bldg. sides / rear:	<p><u>See above.</u></p> <p>Sign, area of:</p> <p>(a) For a sign, either freestanding or attached, the area shall be considered to include all lettering, wording, and accompanying designs and symbols, together with the background, whether open or enclosed, on which they are displayed, but not including any supporting framework and bracing which are incidental to the display itself. (b) For a sign painted upon or applied to a building, the area shall be considered to include all lettering, wording and accompanying designs or symbols together with any background of a different color than the natural color of the building. (c) Where the sign consists of individual letters or symbols attached to or painted on a surface, building, canopy, awning, wall or window, the area shall be considered to be that of the smallest rectangle or other geometric shape which encompasses all of the letters or symbols.</p>
3.) How is the sign area calculated?	
4.) Total # Wall Signs allowed per building elevation:	<p><u>Based on the aggregate allowance provided herein. Subject to review.</u></p> <p><input type="checkbox"/> No such Sign shall measure more than thirty (30) inches from top to bottom. <input type="checkbox"/> The bottom of any such Sign should be at least eight (8) feet above Grade. Where the Building wall includes a Sign band, Signs parallel to such wall shall be located within such band whenever practicable.</p>
5.) What is the max letter/character height allowed?	<p><input type="checkbox"/> No part of any such Sign shall be located less than two (2) feet from either edge of the Building wall to which such Sign is parallel, provided that, if the Sign Frontage is shorter than the length of such Building wall, no part of any such Sign shall be located less than two (2) feet from either end of that portion of such Building wall that is used to measure the Sign Frontage.</p>
6.) Does the ordinance restrict color, design or illumination?	



2655 International Pkwy., Virginia Beach, VA 23452  
PHONE: (757) 427-1900 - FAX: (757) 430-1297  
www.AGI.net

**BRANCH NUMBER:**      **R/C NUMBER:**  
**REQUIRES VARIANCE:**  NO  YES  TBD  
**BRANCH NAME & ADDRESS:**  
 Citizens - Seaport  
 338 Congress Street  
 Boston, MA 02110  
**DESIGNER:** OD    **DATE:** 5/31/2022    **REV. DATE:**  
**PATH:** O:\CZN\CZN100-Seaport-001\_CitizensBank

**CONTACTS**  
**PROJECT MANAGER:**  
 Devin White  
**CITIZENS BANK PROJECT MANAGER:**  
 Michael Larocque  
**CITIZENS BANK DESIGN MANAGER:**  
 Wissam Joahari

## APPROVAL STAMP:

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# CODE CHECK

7.) Does window vinyl need to be permitted, if so how much is allowed?  On-Premise Signs in all Other Districts: A permanent non-illuminated sign on the inside of the glass of a window, provided that the total area of the sign does not exceed thirty percent of the total glass area of windows appurtenant to the use to which the sign is accessory, and provided that signs on ground floor windows be included in calculating the total area of signs on a sign frontage.  Permit is required.

8.) Is the entire graphic calculated or just the company logo and name? Entire graphic.

**FREESTANDING SIGNS**

1.) Formula for calculating freestanding sign sq. footage (Max Sq Footage- Primary & Secondary signs):

2.) # F/S Signs allowed: \_\_\_\_\_ Internal illumination allowed: \_\_\_\_\_

3.) Height Maximum: \_\_\_\_\_ Clearance from grade to sign: \_\_\_\_\_

4.) Set-back of sign from right-of-way or property line: \_\_\_\_\_

freestanding Signs. freestanding Signs shall be permitted only for uses located in a Local Industrial Subdistrict, Waterfront Commercial Subdistrict, or Waterfront Manufacturing Subdistrict. Where such freestanding Signs are permitted, there shall be only one (1) freestanding Sign on a Lot.

**PRE-PERMIT SIGN INFO - Notes, continued** Property I.D.# CZN100-Seaport-001/215241

**DIRECTIONAL SIGNS**

5.) Number Allowed: Determined at site plan review. Maximum Square Footage: sign area allowed by this section.  Directional signs necessary for public safety and convenience which do not exceed twelve square feet per face.  Such signs are not counted in computing total sign area allowed by this section.

6.) Illumination Allowed: Not specified by code. Subject to review. Maximum Height: Not stipulated by code. Subject to review.

7.) Permit Required?: Yes. Customer Logo Allowed: Which bear no advertising.

**TEMPORARY BANNERS**

1.) What temporary sign types are allowed? Temporary signs pertaining to special sales or events lasting more than fifteen days may be affixed to windows provided that their total area does not exceed thirty percent of the window. No permit is required for such temporary sign or signs.

2.) What is the max sign size area?  Provided that their total area does not exceed thirty percent of the window.

Sign, area of:

(a) For a sign, either freestanding or attached, the area shall be considered to include all lettering, wording, and accompanying designs and symbols, together with the background, whether open or enclosed, on which they are displayed, but not including any supporting framework and bracing which are incidental to the display itself.

(b) For a sign painted upon or applied to a building, the area shall be considered to include all lettering, wording and accompanying designs or symbols together with any background of a different color than the natural color of the building.

(c) Where the sign consists of individual letters or symbols attached to or painted on a surface, building, canopy, awning, wall or window, the area shall be considered to be that of the smallest rectangle or other geometric shape which encompasses all of the letters or symbols.

3.) How is the sign area calculated?

4.) Are logos factored into sign area? Yes.

5.) How many signs per elevation? Not stipulated for temporary signs. Subject to review.

6.) How long can signs be up? Not specified by code. Subject to review.

7.) Does the ordinance restrict color, design or illumination? No permit is required for such temporary sign or signs.

**VARIANCE INFORMATION**

1.) Variance cost? \$150.00 and up.

2.) Variance time frame? 6-9 months.

3.) Variance document deadline? Approximately 30-45 days prior to desired meeting.

4.) Variance meeting dates? Meetings are monthly as needed.

5.) Variance documents required? \_\_\_\_\_

6.) How many sets? 10-15 sets.

7.) Likelihood of variance approval? 20%

8.) If the existing site is under a variance, can the signs be changed? Alteration, Repair and Replacement of On-Premise Signs. Except for copy changes on signs with changeable letter panels, no sign shall be reconstructed, extended, changed structurally or in content or replaced except in accordance with this Article. A sign which does not conform with this Article may be repaired provided that the cost of the repair does not exceed thirty-five percent of the replacement cost of the entire sign, except that an electric time and temperature sign which is an integral part of a nonconforming sign may be repaired or replaced with no restriction on the cost of the repair or replacement.

**DOCUMENTS REQUIRED FOR PERMITS**

Scaled Plot plan	X	Building elevations	X	Elevation Drawings	X	Electrical Permit	X
Installation drawings	X	Legal description	X	Sealed engineering drawings	X	Notice of Commencement	
Sign drawings	X	Photo of existing	X	Property Manager's Approval	X		

South Boston Sign regulations:  
[https://library.municode.com/ma/boston/codes/redevelopment\\_authority?nodeId=ART68SOBONEDI\\_REGULATIONS\\_GOVERNING\\_DESIGN\\_DEVELOPMENT\\_REVIEW\\_MISCELLANEOUS\\_PROVISIONS\\_S68-32SIRE](https://library.municode.com/ma/boston/codes/redevelopment_authority?nodeId=ART68SOBONEDI_REGULATIONS_GOVERNING_DESIGN_DEVELOPMENT_REVIEW_MISCELLANEOUS_PROVISIONS_S68-32SIRE)

Sign Code: [https://library.municode.com/ma/boston/codes/redevelopment\\_authority?nodeId=ART11SI](https://library.municode.com/ma/boston/codes/redevelopment_authority?nodeId=ART11SI)

Display of Permit Number and Posting Date. Each permanent Sign, including any Sign painted on or affixed to an awning, a canopy, or a marquee, shall display the Sign's building permit number clearly but unobtrusively, in letters and numbers not exceeding one (1) inch in height. Temporary signs shall display the date of posting.

This code check is provided with the assumption that you will get the landlord / property owner approval. The information herein is limited to what the city has told us, and we cannot be responsible if they do not inform us that a sign plan is in place. We strongly encourage you to check your lease for landlord criteria and to apply for permits before manufacturing a sign. Sign criteria is reported as presented to us as of the "Completion Date". ETD is not responsible for changes in local sign code after the completion date, nor for the review process interpretations, calculations or fees of local authorities. It is understood that a permit will be obtained prior to manufacture, if required by authorities. The recipient of this code check understands and agrees to the following: This code check is not exclusive and should not be used in place of the definitions, prohibitions and exemptions of the ordinance. This code check is good for the day on which it is completed only. Information contained herein is a guideline and should not in any way be taken as a permit approval. Signs should not be produced until the permit has been issued. Zoning approval is often subject to interpretation that said official makes of the ordinance for their city/county/township; we cannot be held responsible for verbal answers and interpretation. This code check is completed without the knowledge of specific project details and Expedite The Diehl LLC does not assume any liability, we simply provide the code information based on the current code. 2023

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ML



**BRANCH NUMBER:** \_\_\_\_\_ **R/C NUMBER:** \_\_\_\_\_  
**REQUIRES VARIANCE:**  NO  YES  TBD  
**BRANCH NAME & ADDRESS:**  
 Citizens - Seaport  
 338 Congress Street  
 Boston, MA 02110  
**DESIGNER:** OD **DATE:** 5/31/2022 **REV. DATE:** \_\_\_\_\_  
**PATH:** O:\CZN\CZN100-Seaport-001\_CitizensBank

**CONTACTS**  
**PROJECT MANAGER:**  
 Devin White  
**CITIZENS BANK PROJECT MANAGER:**  
 Michael Larocque  
**CITIZENS BANK DESIGN MANAGER:**  
 Wissam Jouhari

**APPROVAL STAMP:**

Page 19 of 19

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