How to Submit a Design Review Online:

1. From the BrookONLine page (http://www.brooklinema.gov/865/Pay-For), select <u>Design Review</u> from the Planning Sign/Façade Review section of the page:

2. Either Login or Register for an Account:

3. Once you are logged in, select the Planning page and click the Create an Application link:

| Home | Building | Board Of Health | Licenses | **Planning** | Parking |

Create an Application   Search Cases

Records

Show on Map

Showing 0-0 of 0

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Act
No records found.							

< _____ >

Search for Records

Enter information below to search for records.
- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

4. You must accept the terms before clicking the Continue Application button:

| Home | Building | Board Of Health | Licenses | **Planning** | Parking |

Create an Application   Search Cases

Online Application

Welcome to the Town of Brookline's Online Permitting System. Using this system you can submit and update information, pay fees, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day. This portal will allow access to the services below without registering for an account. In order to apply and pay for a permit online, you must register as a licensed contractor.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

☑ I have read and accepted the above terms.

Continue Application »

5. Enter the Street Number and Street Name to select the location. NOTE: do not enter the street type (road, street, avenue, etc.) For example, for Washington Street, just enter Washington. Then click the Search button.

6. The system will fill in the Address, Parcel, and Owner information. Click Continue Application:

7. Next, enter the Applicant information. You may use the Select from Account button to use the information that you provided when you registered for an account or to use the Property Owner information – then click Continue Application:

8. Enter the Application Information, then click Continue Application:

9. Attach required Documents using the Add button, then click the Continue Application button:

10. Review your application, agree to the certification, and click Continue Application:

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☑ By checking this box, I agree to the above certification.   Date: 10/16/2017

Continue Application »   **Save and resume later**

11. Enter "1" in the appropriate Qty. box and click Recalculate to see your fees, then click Continue Application:

Home   Building   Board Of Health   Licenses   **Planning**   Parking

Create an Application   Search Cases

Design Review

| 1 | 2 | 3 Application Details | 4 Attachments | 5 Review | 6 Pay Fees | 7 Record Issuance |

Step 6 : Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Commercial Facades, Illuminated Signs, and Awnings	0	$0.00
Non-illuminated Signs, less than 10 sq ft	1	$100.00
Non-illuminated signs greater than 10 sq ft	0	$0.00
Residential Facade	0	$0.00

Recalculate

TOTAL FEES: $100.00
Note: This does not include additional inspection fees which may be assessed later.

Continue Application »   **Continue Shopping »**

12. We accept Credit Card payments only online – follow the prompts to complete your application:

Welcome to *Brookline* MASSACHUSETTS   Contact Us

Payment Options   Payment Information   Review Payment

How would you like to pay?

Credit Card   ⌄

How much would you like to pay?

◉ **Pay Full Invoice** $100.00

Continue to Payment Information ❯

Payment Summary

Invoice #	Amount
450342	$100.00
SUBTOTAL	$100.00
GRAND TOTAL	$100.00

Any applicable service fees and/or discounts will be displayed before processing your payment