

How to Submit a Design Review Online:

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

Home > How Do I... > Pay For...

Online Payments

- Pay Brookline Services**
 - [Water/Sewer](#)
 - [Refuse Bills](#)
- Pay Brookline Taxes**
 - [Property/Real Estate Current Tax](#)
 - [Past due or delinquent Property/Real Estate Payments? Call 617-730-2020](#)
 - [Motor Vehicle Excise Tax](#)
 - [Past Due Excise Bills](#)
- Purchase Vital Records**
 - [Birth Certificate](#)
 - [Marriage Certificate](#)
 - [Death Certificate](#)
 - [Burial Permits](#)
- Pay Brookline Fines**
 - [Parking Tickets](#)
 - [Appeal Parking Ticket](#)
- Renew Licenses**
 - [Selectmen's Office](#)
 - [Parking Permits](#)
 - [Health Department](#)
- Building Permits**
 - [Permit Applications](#)
- Register for Programs**
 - [Recreation](#)
 - [Adult Ed](#)
- Pay School Fees**
 - [Lunch Fee](#)
 - [Activity Fees](#)
 - [Donations](#)
- Purchase Publications**
 - [Residence List](#)
 - [Zoning By-Law](#)

Planning Sign/Façade Review

- [Design Review](#)

[Cyber Security Tips](#)

2. Either Login or Register for an Account:

Accessibility Support [Register for an Account](#) Login

Back to Town of Brookline's Online Payments Page

Search ...

Home Building Board Of Health Licenses Planning Parking

Advanced Search ▾

Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users

If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now >](#)

Login

User Name or E-mail:

Password:

[Login >](#)

Remember me on this computer
[I've forgotten my password](#)
[New Users: 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.

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

Create an Application Search Cases

Design Review

1 Location	2 Contacts	3 Application Details	4 Attachments	5 Review	6	7
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Step 1: Location > Location & Owner * indicates a required field.

Physical Address

* Street No.: * Street Name:

Unit Type: Unit No.:

City: State: * Zip:

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

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

Create an Application Search Cases

Design Review

1 Location	2 Contacts	3 Application Details	4 Attachments	5 Review	6	7
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Step 1: Location > Location & Owner * indicates a required field.

Physical Address

* Street No.: * Street Name:

Unit Type:

Property Owner

Owner Name:

Address Line 1:

Address Line 2:

Address Line 3:

City: State: Zip: Country:

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:

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

Create an Application Search Cases

Design Review

1 Location 2 **Contacts** 3 Application Details 4 Attachments 5 Review 6 7

Step 2: Contacts > People

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account **Continue Application >** **Save and resume later**

Select Contact from Account

Select a contact to attach to this application. If the contact has multiple addresses, you can select which to use in the next step. Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	Tom Richards
<input type="radio"/> Associated Owner		TOWN OF BROOKLINE, 6 TOWN HALL,

Continue Discard Changes

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

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

Create an Application Search Cases

Design Review

1 Location 2 Contacts 3 **Application Details** 4 Attachments 5 Review 6 7

Step 3: Application Details > Application Information

Detail Information

Application Name (Name of Business):
Town Hall Pizza

General Description (New Sign or New Awning):
New Sign

Detailed Description:
I am replacing my old sign or I am a new business and need to replace the existing sign

Continue Application > **Save and resume later**

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

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

Create an Application Search Cases

Design Review

1 2 Contacts 3 Application Details 4 **Attachments** 5 Review 6 Pay Fees 7

Step 4: Attachments > Documents

13 hard copies of the following items must be submitted to the planning office:
 1. Simulated photographs or building elevations of proposed work;
 2. Plans, elevations or photographs showing the overall sign dimensions, colors and text design (size, color and style of all text);
 3. Cross-section for awnings and other projecting elements (if applicable);
 4. Site plan (required for free-standing signs)

Attachment

The maximum file size allowed is 100 MB.

Name	Type	Size	Latest Update	Action
No records found.				

Continue Application > **Add** **Save and resume later**

File Upload

The maximum file size allowed is 100 MB.

Continue **Add** **Remove All** **Cancel**

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
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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.