

From: [Kristen Guichard](#)
To: ["autoplex3@aol.com"](mailto:autoplex3@aol.com)
Cc: [Planning Department](#)
Subject: Sign Special Permit Application for 107 Great Road
Date: Tuesday, January 06, 2015 1:10:00 PM

Hi Leo,

The sign special permit for 107 Great Road you submitted to our office has been uploaded to the following link: <http://doc.acton-ma.gov/dsweb/View/Collection-6567>

The public hearing is scheduled for February 17th. Kim will be contacting you shortly with information on abutter and newspaper notifications.

After an initial review of the application, we have the following comments:

1. The use proposed for Northeast Collections (currently under litigation) is not permitted in this location and therefore we cannot make any staff recommendations on this part of the application.
2. We have on file, a wall sign permit for Milldam Leasing (2'x10') at this location, permit #3105. You have submitted a drawing which proposes a 2'x15' "Milldam Leasing" wall sign. It is unclear whether you are applying for an additional "Milldam Leasing" wall sign to what was already permitted, or if you are revising the wall sign and requesting a new wall sign in place of the previously permitted sign (permit #3105). Please indicate your intentions for the "Milldam Leasing" wall sign. In addition, this part of the application is missing critical information and thus we are unable to conduct a staff review at this time. Please refer to the Sign Special Permit Rules and Regulations (most specifically Section 3).
3. With respect to the proposed freestanding sign with the logo "Atir Natural Nail Care Clinic", the application is missing critical information and thus we are unable to conduct a staff review at this time. Please refer to the Sign Special Permit Rules and Regulations (most specifically Section 3).

The link to the Sign Special Permit Rules and Regulations can be found at: <http://www.acton-ma.gov/DocumentCenter/View/2805> Please read through each subsection carefully as they list the required information that must be shown and submitted.

You are welcome to submit additional information up until February 10th 2015, at which time we will conduct a staff review and issue our staff recommendations.

Thank you,
Kristen

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