

Project Name: 5123 Boston  
Center Number: 5123  
Project Number: \_\_\_\_\_  
Street: 131 Dartmouth St.  
City, State, Zip: Boston, MA 02116  
  
Date: 2/3/25

## INDEX

- I Site Location Map
- II Overview Photographs
- III Code Research
- IV Inventory/Site Plan
- V Inventory/Recommendation Detail
- VI Approval Forms

### REVISION HISTORY

REV. #	Date
1	10/12/25
2	10/27/25
3	10/29/25
4	11/04/25
5	
6	
7	
8	



# FedEx Office

## BRANDING BOOK

Project Name: 5123 Boston  
Center Number: 5123  
Project Number: \_\_\_\_\_

### SITE LOCATION MAP



### OVERVIEW PHOTOGRAPHS

Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9



Project Name: 5123 Boston  
 Center Number: 5123  
 Project Number: \_\_\_\_\_

### CODE RESEARCH

#### Fed Ex - BAU / Code Check Form

Customer Name: FedEx Zoning: CC PDA / Groundwater Conservation Underlay  
 Project Name: #5123 Jurisdiction: City of Boston, MA  
 Address: 131 Dartmouth St Contact Name & Title: Planning and Zoning Department  
 City: Boston State: MA Phone / Email: (617) 722-4300  
 Zip: 02116 Contact Name & Title: \_\_\_\_\_  
 Master Sign Program (MSP): Yes  No  Phone / Email: planningzoningqs@boston.gov

#### Ground Signs - Face Replacements

Are face replacements allowed? Yes  No  Are permits required? Yes  No  Maximum SF allowed: N/A  
 Material Restrictions: not stipulated  
 Design Restrictions: not stipulated

Notes: Per Google Maps there is no freestanding sign on property due to zoning area  
 Not Permitted

Total Area Permanent Signs (WALL SIGNS):  
 Average Distance of Sign From Center Line of Abutting Street = Sign Frontage Multiplied by (sq ft)  
 0-99 = 2 sq ft x lineal foot of frontage  
 100 – 399 = 4 sq ft x lineal foot of frontage  
 400 and over = 5 sq ft x lineal foot of frontage

#### Wall Signs

Are wall signs allowed? Yes  No  Square footage based on: Street Frontage  Building Frontage  % of wall area   
 Number of signs allowed: 1/entrance door to business establishment Maximum Projection: see notes  
 Maximum SF allowed: see above Formula for area calculation: see above in Ground Signs  
 Maximum Height: see notes Max. Letter Height: not stipulated Max. Logo Height: not stip Max. Sign Width: not stip  
 Lighting Restrictions: Internal / External allowed Is area transferable to another elevation? Yes  No   
 Define Building Area: see below in Window Sign Allowance  
 What facades are permitted per the sign allowance: front facade

Notes: A wall sign attached parallel to a building which projects no more than 15" from the building surface, provided that the top of such sign is no higher than whichever of the following is lowest:  
 25' above grade  
 the top of the sills of the first level of windows above the first story or  
 the lowest point if the roof surface, except in the case of a 1-story building with a continuous horizontal parapet, the top of said parapet

A sign attached at right angles to a building, provided that such sign has no more than 2 faces and there is no more than one such sign for each entrance door to a business establishment  
 it projects no more than 6', plus a reasonable allowance for field fastening, from the building  
 the sign advertises a use which occupies at least 18' of sign frontage  
 the bottom of the sign is at least 10' from grade and its top is no higher than whichever of the following is lowest: 25' above grade; the top of the sills of the first level of windows above the first story; or the lowest point of the roof surface, except in the case of a 1-story building with a continuous horizontal parapet, the top of said parapet  
 the area of the sign NTE 24 sq ft on either side, excepting that an additional 10 sq ft on each face is allowed for a sign which incorporates a public service message device such as a time and temperature sign there are no exposed guy wires or turnbuckles.

#### Window Signs

Are window signs allowed? Yes  No  Distance from setback from glass to  
 Is illumination allowed? Yes  No  not count as a window sign: not stipulated  
 Signs count towards allowed SF? yes % of glass allowed: NTE 30% of total glass area  
 Maximum SF allowed: not stipulated  
 Are permits required for illuminated window signs: Yes  No

Notes: Ground floor only permitted / Permit required

Calculating Area - For a sign, either free-standing 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.  
 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.

Project Name: 5123 Boston

Center Number: 5123

Project Number: \_\_\_\_\_

### CODE RESEARCH

#### Permit Requirements

Permits can be applied for by: Mail  Authorized Agent  Review Board: Yes  No   
 License Required: Business  Contractors  Contact: N/A  
 Signature Required on Application: Owner  Agent  Contractors  Phone Number: N/A  
 Documents Required: Site Plan  Elevations  Sign Details  Sealed Engineering  Additional Professional Seals   
 Number of Document Copies: dig dig dig 1  
 Document Size: to scale Cost of Permit: \$50.00 / \$10.00 per \$1,000 construction cost  
 Length of time to secure permit: 2-4 weeks Other permit costs / fees: N/A

Are permits required to remodel / repaint signage: Yes  No   
 If electrical permit is required for ONLY the hook up of the sign, is a licensed electrician required to come in person? Yes  No   
 Are permits required to be obtained in person? If not, what is the process: No, online only  
 How long are permits good for: 6 months after issuance  
 Board Name if required? N/A Meeting Times: N/A  
 Application Deadline: N/A Number of required meetings: N/A  
 Can the owner sign an LOA for Submittal as their only requirement? Yes  No   
 Are there any other requirements for the owner? N/A  
 Describe the full Permit Process per municipal staff remarks:

Notes: Permit through Portal - <https://www.boston.gov/boston-permits-and-licenses>

#### Variance Procedures

Are variances allowed? Yes  No   
 Likelihood of a variance being approved: unknown % Approved: unknown # Approved last year: unknown  
 Variance can be applied for by: Mail  Authorized Agent  Business  Contractors   
 Signature required on application: Owner  Agent  Lawyer   
 Must attend variance hearing: Owner  Agent  Lawyer   
 Documents required: Site Plan  Elevations  Sign Details  Sealed Engineering  Additional Professional Seals   
 Quantity Required: 1 1 1 1  
 Document color: Color  B/W  Document Size: to scale  
 Length of time to secure variance: 2-3.5 months Cost of variance: \$150.00  
 Board Name if required? Board of Zoning Appeals Meeting Times: every other Tuesday 9:30 am  
 Application Deadline: at least a month before meeting Number of required meetings: at least 1  
 Can the owner sign an LOA for Submittal as their only requirement? Yes  No   
 Are there any other requirements for the owner? has to sign application

Notes:

### INVENTORY/SITE PLAN



SIGN #	EXISTING TYPE	ACTION	PROPOSED TYPE	DESCRIPTION
E01	Awning	RR	Custom Awning	Custom 66"X103" awining w/FXO graphics
N02	No Existing Sign	NI	FXO-DV	FXO-DV 4" Signature door vinyl
E03	Non-illum. Wall Sign	RR	Custom Non-illum wall sign	Custom 24"X48" No-illum. wall sign "Print & Ship"
N04	No Existing sign	NI	Non illum Blade Sign	Custom Aluminum sign panel
E05	Non-illum. Wall Sign	RR	Custom Non-illum wall sign	Custom 24"X48" No-illum. wall sign "Signs & Graphic"

### INVENTORY/RECOMMENDATION DETAIL

**SIGN: E01      RR      EXISTING SIGNAGE**



Existing Sign  
 Description: Awning  
 Action: RR  
 Height: 103"  
 Width: 66"  
 Depth: N/A  
 Letter Height: N/A  
 Sq Ft: 48.58  
 Wall Material: N/A  
 Illuminated: No  
 Flush or Raceway Mounted: N/A  
 Double Faced: No

### PROPOSED SIGNAGE



Sign Type: Custom Awning  
 Description: Custom 66"X103" awning w/FXO graphics  
 Height: 103"  
 Width: 66"  
 Depth: N/A  
 Sq Ft: 48.58  
 Illuminated: No  
 Flush or Raceway Mounted: N/A  
 Maximum Sq. Ft Allowed N/A

#### COMMENTS

Replace lamp in LED fixture and add in a second LED fixture if possible.  
 \_\_\_\_\_  
 \_\_\_\_\_

# FedEx Office

## BRANDING BOOK

Project Name: 5123 Boston  
Center Number: 5123  
Project Number: \_\_\_\_\_

### SIGNAGE LAYOUTS E01



**NON -ILLUMINATED SUNBRELLA AWNINGW/VINYL LOGO**

COVER EXISTING FRAME W/SUNBRELLA CONCORD -SKU 6065-0000  
W/WATER PROOF FABRIC-HEAT TRANSFERRED 3M-7125-10 OPAQUE  
WHITE VINYL - "FED" AND "OFFICE"  
HEAT TRANSFERRED 3M VCmCD-19217 ORANGE VINYL - :EX"

#### COMMENTS

---

---

---

---

### INVENTORY/RECOMMENDATION DETAIL

**SIGN: N02      NI      EXISTING SIGNAGE**



Existing Sign Description: No Existing Sign  
 Action: NI  
 Height: N/A  
 Width: N/A  
 Depth: N/A  
 Letter Height: N/A  
 Sq Ft: N/A  
 Wall Material: N/A  
 Illuminated: N/A  
 Flush or Raceway Mounted: N/A  
 Double Faced: N/A

### PROPOSED SIGNAGE



Sign Type: FXO-DV  
 Description: FXO-DV 4" Signature door vinyl  
 Height: 4"  
 Width: 14"  
 Depth: N/A  
 Sq Ft: N/A  
 Illuminated: No  
 Flush or Raceway Mounted: 1st surface vinyl  
 Maximum Sq. Ft Allowed N/A

### COMMENTS

---

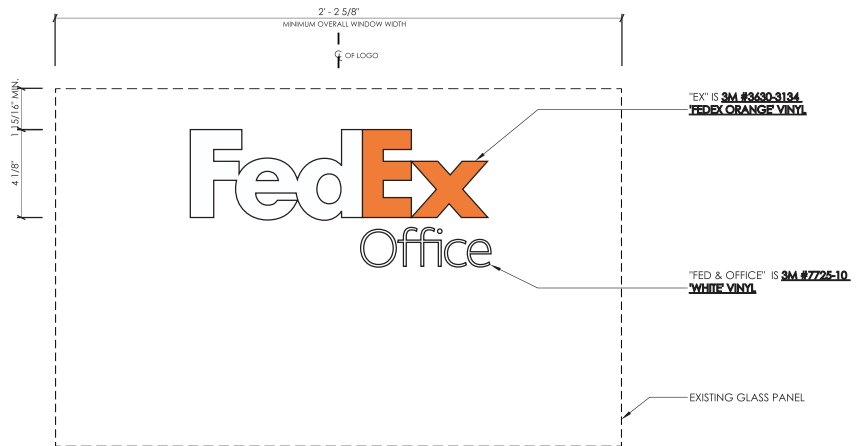
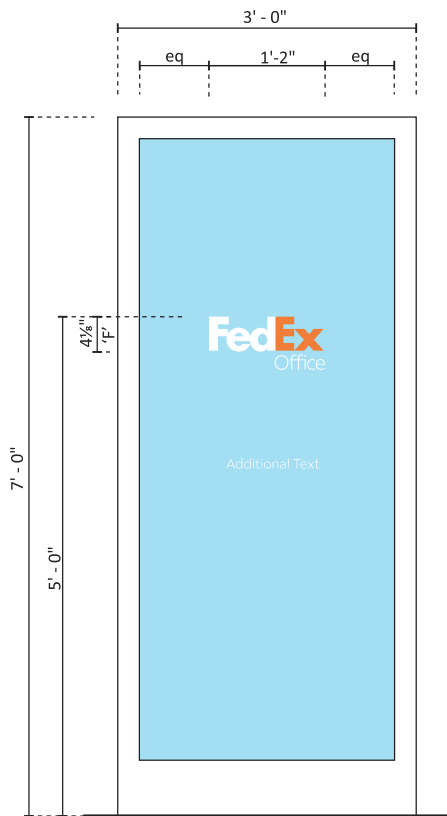


---



---

### SIGNAGE LAYOUTS N02



FRONT ELEVATION  
SCALE 1:4

'Fed' and 'Office' - 3M 180MC-0511 WHITE VINYL  
 'Ex'- XXXXXXXXXXXXXXXXXXXX ORANGE VINYL

ADDITIONAL TEXT COPY - 3M 180MC-0511 WHITE VINYL - (TO BE USED ONLY WHEN REQUIRED BY PROGRAM)

FONT: FEDEX SANS (MODIFIED - ALL TEXT TO BE CENTERED WITHIN GLASS DIMENSION)

MOUNTING ON DOUBLE DOORS TO BE ON LEFT DOOR WHEN FACING STOREFRONT FROM EXTERIOR.

#### COMMENTS

---



---



---

Project Name: 5123 Boston  
 Center Number: 5123  
 Project Number: \_\_\_\_\_

### INVENTORY/RECOMMENDATION DETAIL

**SIGN: E03      RR      EXISTING SIGNAGE**



Existing Sign  
 Description: Non-illum. Wall Sign  
 Action: RR  
 Height: N/A  
 Width: N/A  
 Depth: N/A  
 Letter Height: N/A  
 Sq Ft: N/A  
 Wall Material: N/A  
 Illuminated: N/A  
 Flush or Raceway Mounted: N/A  
 Double Faced: N/A

### PROPOSED SIGNAGE



Sign Type: Custom Non-illum wall  
 Description:  
Custom 24"X48" No-illum. wall sign "Print & Ship"  
 Height: 24"  
 Width: 48"  
 Depth: 3"  
 Sq Ft: 8  
 Illuminated: No  
 Flush or Raceway Mounted: Flush Mount  
 Maximum Sq. Ft Allowed N/A

#### COMMENTS

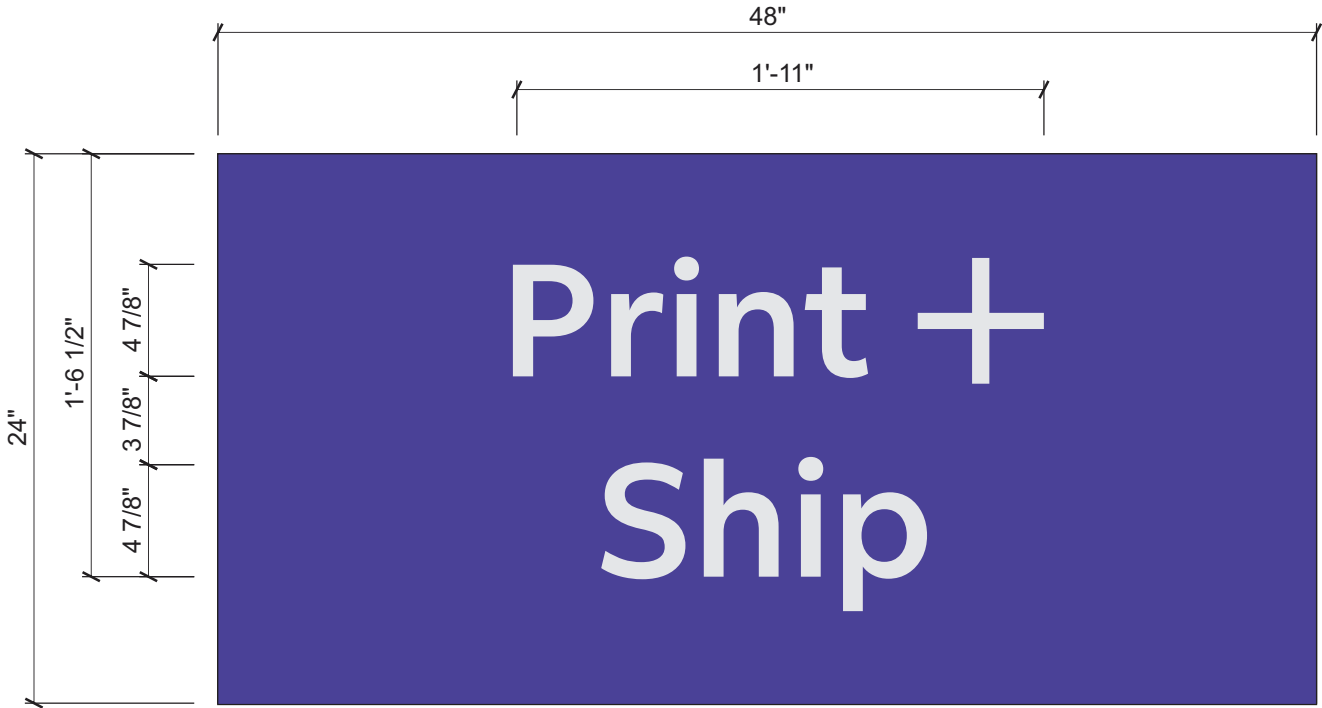
Replace lamp above wall sign w/new LED fixture or retrofit existing.

\_\_\_\_\_

\_\_\_\_\_

### SIGNAGE LAYOUTS E03

#### Custom Non-Illuminated Wall Sign



FRONT ELEVATION

**CUSTOM WALL SIGN - LINEAR LAYOUT**

SCALE: 1 1/2" = 1' - 0"

ONE [1] REQUIRED - MANUFACTURE & INSTALL

MFR & INSTALL [1] ALUMINUM WALL CABINET 3" DEEP PAINTED WHITE  
 w/1ST SURFACE VINYL GRAPHICS:

"Print & Ship" - 3M 3630G-9077 FEDEX PURPLE

**COMMENTS**

---



---



---



---

Project Name: 5123 Boston  
 Center Number: 5123  
 Project Number: \_\_\_\_\_

### INVENTORY/RECOMMENDATION DETAIL

**SIGN: N04      NI      EXISTING SIGNAGE**



Existing Sign  
 Description: No Existing sign  
 Action: NI  
 Height: ± 30"  
 Width: ±48'  
 Depth: ± 2"  
 Letter Height: N/A  
 Sq Ft: 10  
 Wall Material: Wood  
 Illuminated: No  
 Flush or Raceway Mounted: Flush Mount  
 Double Faced: No

### PROPOSED SIGNAGE



Sign Type: FXO-D/F Blade Sign  
 Description: Custom Aluminum sign panel  
 Height: 18"  
 Width: 48"  
 Depth: 4"  
 Sq Ft: 6.6  
 Illuminated: No  
 Flush or Raceway Mounted: Blade Mounted  
 Maximum Sq. Ft Allowed N/A

### COMMENTS

---

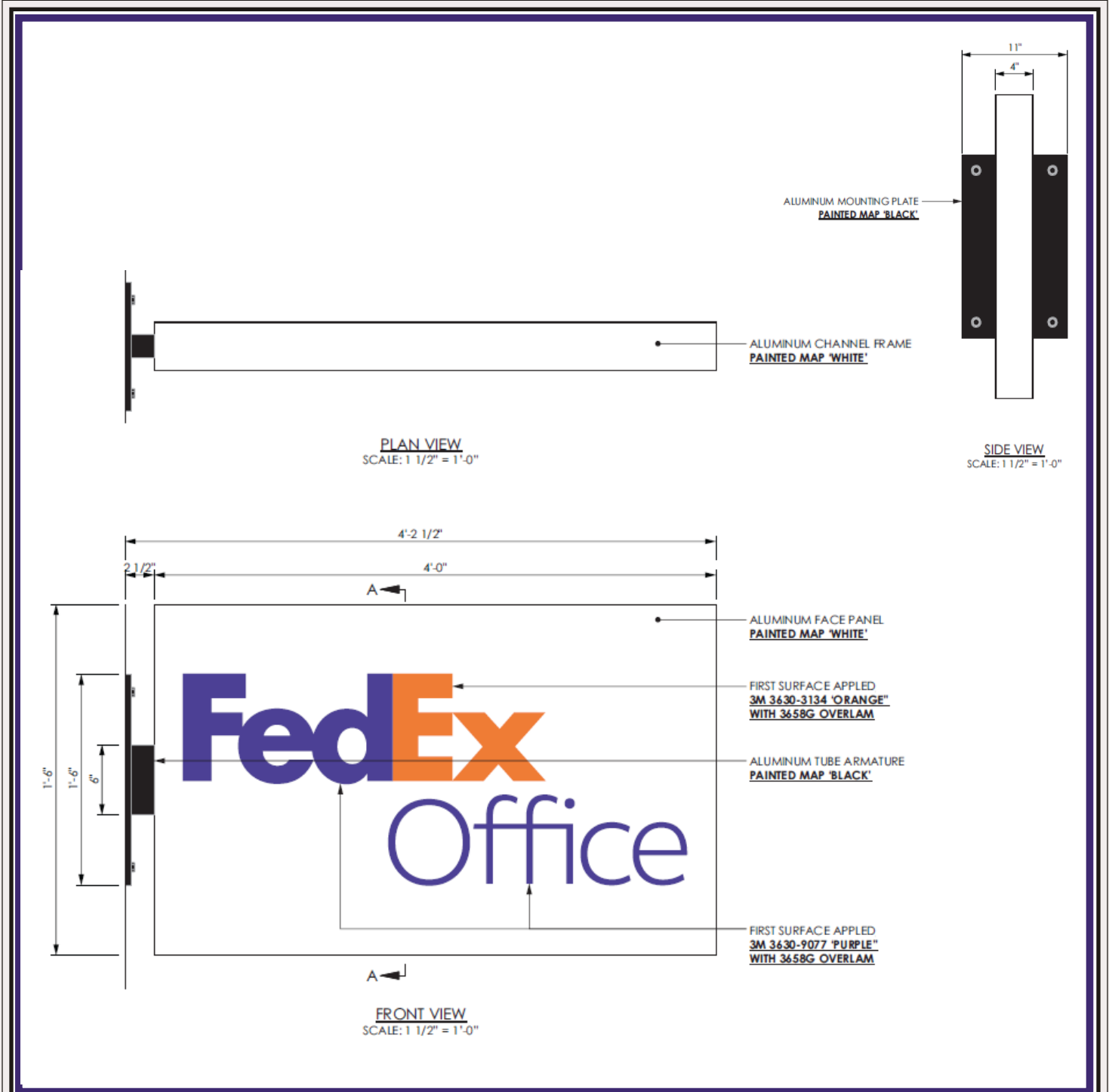


---



---

### SIGNAGE LAYOUTS N04



#### COMMENTS

---



---



---

### INVENTORY/RECOMMENDATION DETAIL

**SIGN: E05      RR      EXISTING SIGNAGE**



Existing Sign  
 Description: Non-illum. Wall Sign  
 Action: RR  
 Height: ± 30"  
 Width: ± 48"  
 Depth: ± 2"  
 Letter Height: N/A  
 Sq Ft: 10  
 Wall Material: Wood  
 Illuminated: No  
 Flush or Raceway Mounted: Flush Mount  
 Double Faced: No

### PROPOSED SIGNAGE



Sign Type: Custom Non-illum wall  
 Description:  
Custom 24"X48" No-illum. wall sign "Signs & Graphic"  
 Height: 24"  
 Width: 48"  
 Depth: 3"  
 Sq Ft: 8  
 Illuminated: No  
 Flush or Raceway Mounted: Flush Mount  
 Maximum Sq. Ft Allowed N/A

#### COMMENTS

Replace lamp above wall sign w/new LED fixture or retrofit existing.

\_\_\_\_\_

\_\_\_\_\_

### SIGNAGE LAYOUTS E05

#### Custom Non-Illuminated Wall Sign



FRONT ELEVATION

**CUSTOM WALL SIGN - LINEAR LAYOUT**

SCALE: 1 1/2" = 1' - 0"

ONE [1] REQUIRED - MANUFACTURE & INSTALL

MFR & INSTALL [1] ALUMINUM WALL CABINET 3" DEEP PAINTED WHITE  
 w/1ST SURFACE VINYL GRAPHICS:

Print & Ship" - 3M 3630G-9077 FEDEX PURPLE

**COMMENTS**

---



---



---

# FedEx Office

## BRANDING BOOK

Project Name: 5123 Boston  
Center Number: 5123  
Project Number: \_\_\_\_\_  
Street: 187 Dartmouth St.  
City, State, Zip: Boston, MA 02116

### TO BE COMPLETED BY LANDLORD / PROPERTY OWNER

To Whom It May Concern:

I, \_\_\_\_\_, Property Owner/Landlord of the property located at

\_\_\_\_\_

do hereby give authorization to **AGI** and/or their agents to erect a sign(s) at the above named location. I fully understand the current Construction Lien Law and authorize said contractors or authorized agents to sign and notarize permit application(s) as Owner/Agent. All work done by said contractors will meet or exceed Code requirements, and meet NEC Standards. If lease with FedEx Office is not executed, the authority in this document will end.

By: \_\_\_\_\_  
Landlord/Property Owner Signature

Print Name Here: \_\_\_\_\_

Owner/Landlord Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Please fax this page to (757) 427-6112 Attn: K. Danner  
Phone number: (757) 301-7008 Ext: 2196  
AGI  
2655 International Pkwy.  
Virginia Beach, VA 23452  
kdanner@AGI.net

#### REVISION HISTORY

REV. #	Date
1	10/12/25
2	10/27/25
3	10/29/25
4	11/04/25
5	
6	
7	
8	