



Town of Shelburne, Vermont

CHARTERED 1763

P.O. BOX 88 5420 SHELburne ROAD SHELburne, VT 05482

www.shelburnevt.org 802-985-5118

TEMPORARY SIGN PERMIT APPLICATION*

* Also available in alternate formats in accordance with the Americans With Disability Act.

PLEASE USE THIS FORM TO REQUEST APPROVAL OF TEMPORARY SIGNS

Certain temporary signs are allowed under Shelburne's zoning bylaw. These signs may be allowed in addition to other approved signs. Allowable temporary signs include exterior temporary business signs, non-illuminated construction signs, non-illuminated signs advertising a subdivision or development, new business temporary signs, political signs twelve square feet and larger, and civic, philanthropic, religious or other non-profit signs. Exterior temporary business signs with permits may be displayed for a maximum of 14 consecutive days once in every two calendar month period, or seven days consecutively once each calendar month. If displayed on non consecutive days, such signs may be displayed a maximum of five days in a calendar month provided the signs are displayed on the same day of the week for the entire month. Signs cannot be located in a highway Right of Way or off the premise of the establishment for which the sign is erected.

APPLICANT INFO

APPLICANT		PRIMARY CONSULTANT (If any)		
First Name (please print)		Name (please print)		
Last Name (please print)		Mailing address		
Signature		City	State	Zip
Email		Phone		

PROJECT INFO

Type of sign proposed		Will sign be lighted?		Sign dimensions	Sign area (sq feet)
Exterior business sign				___ by ___	
'New business' sign				___ by ___	
Large political sign				___ by ___	
Town property sign				___ by ___	
Project sign				___ by ___	
Construction sign				___ by ___	

FOR OFFICE USE ONLY

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Date received	by	
Fee received	by	
Permit #	by	Permit sunset

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PROJECT INFO (Cont'd)

Date applicant proposes use of sign under this permit will begin.	Total number of days applicant proposes sign will be on display.
Date applicant proposes use of sign under this permit will end.	Maximum # of consecutive days sign will be displayed.
Date of most recent temporary sign permit issued for property	If new business sign, date of certificate of occupancy

CONFORMANCE WITH CRITERIA

Applications for temporary signs must meet criteria contained in the zoning bylaw. The review process will tend to function more smoothly when you provide thorough responses to the following items.
Describe or summarize and attach any evidence indicating that the proposed sign would comply with applicable size requirements.
Describe or summarize and attach any evidence indicating that the proposed sign would comply with applicable setback requirements.
Describe or summarize and attach any evidence indicating that the proposed sign would comply with applicable requirements governing period of time sign may be in use. E.g., if business temporary sign: A) fourteen (14) consecutive days once in every two (2) calendar month period, or seven (7) days once each calendar month. OR B) five (5) days in a calendar month provided the merchandise is displayed on the same day of the week for the entire month.
Describe or summarize and attach any evidence indicating that the proposed sign would comply with applicable requirements governing period of time sign may be in use. E.g., if new business temporary sign (up to 14 days) or civic-non profit sign (up to 30 days) or large political signs (up to 48 days):

Form continues... 

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SIGN DESIGN AND SIGN PLOT PLAN CHECKLIST

Both "Sign Details" and a "Temporary Sign Plot Plan" must be submitted in conjunction with this application.

"Sign Details" must include the following:

- Address of the property
- Scale drawing of the proposed sign in elevation and profile; such drawing must accurately reflect design of sign and specify:
 - Outer dimensions of sign
 - Sign area (specified for each type of sign)
 - Height of top of sign (measured from site grade)

The features depicted on a "Temporary Sign Plot Plan" must include the following:

- Name and address of the property owner.
- Address of the property (if different from the owner's address).
- Parcel Boundaries and dimensions.
- Building footprints and Parking (may utilize recent aerial photograph).
- Proposed Sign location and Setbacks.
- Abutting streets .
- North Arrow, Indication of scale used, and Date of plot plan.

SUBMIT