



# Town of Shelburne, Vermont

CHARTERED 1763

P.O. BOX 88 5420 SHELburne ROAD SHELburne, VT 05482  
 www.shelburnevt.org 802-985-5118

## SIGN PERMIT APPLICATION\*

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

### PLEASE USE THIS FORM TO REQUEST APPROVAL OF NEW/MODIFIED SIGNS

Signs are permitted when they comply with the zoning bylaw. Sign standards have been adopted to: minimize distractions and obstructions which may contribute to traffic accidents; protect property values; create an attractive business climate; and enhance and protect the amenities and visual quality of the Town. A sign permit is required when installing a new sign as well as when modifying an existing sign. Signs cannot be located in a highway Right of Way or off the premise of the establishment for which the sign is erected.

A sign is defined under the zoning bylaw as "any advertisement, announcement, direction or communication produced by the construction, erection, affixing, or placing of a structure on any land or on any other structure, or produced by painting on or posting or placing any printed, lettered, pictured, figured, or colored material on any building, structure or surface, or produced by projecting an image upon the exterior of any building or structure." A separate review process has been established for temporary signs. Do not prepare and submit this application until you have submitted a GENERAL APPLICATION FORM and have received a GAF number.

### APPLICANT INFO

<b>APPLICANT</b>		<b>PRIMARY CONSULTANT (If any)</b>		
<b>First Name</b> (please print)		<b>Name</b> (please print)		
<b>Last Name</b> (please print)		<b>Mailing address</b>		
<b>Signature</b>		<b>City</b>	<b>State</b>	<b>Zip</b>
<b>GAF Number</b>		<b>Email</b>		
<b>Sign Request</b>		<b>Phone</b>		

### PROJECT INFO

Type of sign proposed	Will sign be lighted?	Sign height (feet)	Sign dimensions	Sign area (sq feet)
Freestanding sign			___ by ___	
Add-on sign			___ by ___	
Façade sign			___ by ___	
Other sign			___ by ___	

Will an existing sign be replaced?	Was sign plan reviewed by DRB?
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Form continues on reverse side...

### FOR OFFICE USE ONLY

<b>Date received</b>	by	<b>Referral (s)</b>	by
<b>Fee received</b>	by	<b>Forms offered</b>	by
<b>Permit #</b>	by	<b>Hearing date</b>	

## SIGN PERMIT APPLICATION

Is sign for home occupation?	Is sign for unit in shopping center or place w/shared parking?
Is sign for farm operation?	Is sign for corner lot property?
Does application propose modification of existing non-complying sign	If proposal was reviewed by DRB on what date was hearing held?

## CONFORMANCE WITH CRITERIA

Applications for 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(s) would comply with applicable size and lettering requirements.
Describe or summarize and attach any evidence indicating that any freestanding sign included in the proposal would comply with applicable setback requirements.
Describe or summarize and attach any evidence indicating that the proposed sign(s) would comply with applicable height requirements.
If the proposed sign is of projecting or overhanging design, describe or summarize and attach any evidence indicating that the sign would clear any nearby walkway by at least eight feet, does not exceed twelve feet in height, and does not exceed one-half of the area allowed for a free-standing sign.
If sign is to be externally illuminated, describe or summarize and attach any evidence indicating the sign meets bylaw requirements for lighting intensity, mounting, and visibility. If lighting is below sign, demonstrate that no feasible alternative exists.

Form continues...

# SIGN PERMIT APPLICATION

## SIGN DETAILS AND PLOT PLAN CHECKLIST

Both "Sign Details" and a "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)
  - Size of lettering on sign
  - Indication of colors of the proposed sign,
  - Detailed information regarding any proposed lighting and illumination levels
  - Dimensions of any frame surrounding sign
  - Dimensions of any sign post(s) and arm(s) on which sign is mounted.
  - Method by which sign is mounted/attached to supporting structure.

The features depicted on a "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).
- Abutting streets.
- Location of any public or private utility easements .
- Location of any public or private Rights of way and/or sidewalks.
- Any existing signs to be replaced and Setbacks.
- Proposed signs and setbacks, including location of any sign related lighting.
- Any existing signs to be removed.
- North Arrow, Indication of scale used, and Date of plot plan.

In many cases, a Sign Detail and Sign Plot Plan does not require review by the Development Review Board (DRB). The Administrative officer will review the Plan and issue a sign permit when the application and plan clearly indicate the proposal will comply with the bylaw.

In general, applications will not be acted upon unless or until they are complete. Applicants may request a conference with the DRB Administrator or another staff member to review the application materials and determine whether the application is complete. Application materials shall be submitted to Planning and Zoning staff 24 hours prior to the Filing Conference. If the application is found to be complete, a decision will be made within 30 days. Any permit issued may indicate that approval is conditioned on compliance with all standards contained in the zoning bylaw.

In the case of applications that require review by the DRB, action on the Sign Permit Application will follow evaluation of the proposal by the Development Review Board. If the proposal is approved by the DRB, a decision on the Sign Permit will be made within 30 days of that approval. Any permit issued may indicate that approval is conditioned on compliance with all standards contained in the zoning bylaw.

**SUBMIT**