



# 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

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.” For temporary signs, please refer to “Temporary Outdoor Display Permit Application”.

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.

APPLICANT INFORMATION	
Name	
Business Name	
Address	Tax Map #
Phone	Email
Property Owner (If different from applicant)	Property Owner Signature

Sign Type
Will an existing sign be replaced?
Is this a modification to an existing non-conforming sign?
Is the proposed sign located in the Village Design Review Overlay?
Is the sign for a farm occupation?
Is the sign for a unit in a shopping center or at a place with shared parking?

Sign Type	Lighting	Sign Height (feet)	Sign Dimensions	Sign Area (sq. feet)
<input type="checkbox"/> Freestanding sign	<input type="checkbox"/> Yes <input type="checkbox"/> No		___ by ___	
<input type="checkbox"/> Façade sign	<input type="checkbox"/> Yes <input type="checkbox"/> No		___ by ___	
<input type="checkbox"/> Add-on sign	<input type="checkbox"/> Yes <input type="checkbox"/> No		___ by ___	
<input type="checkbox"/> Other sign	<input type="checkbox"/> Yes <input type="checkbox"/> No		___ by ___	

Form continues

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

<b>Sign Details Checklist</b>
<input type="checkbox"/> Scale drawing of the proposed sign in elevation and profile. <input type="checkbox"/> Outer dimensions of sign. <input type="checkbox"/> Sign area. <input type="checkbox"/> Height of top of sign (measured from site grade) <input type="checkbox"/> Size of lettering on sign (façade signs only). <input type="checkbox"/> Indication of colors of the proposed sign. <input type="checkbox"/> Detailed information regarding any proposed lighting including average level of illumination on the vertical surface of the sign and the ratio of the average to minimum illumination (not to exceed 2:1). <input type="checkbox"/> Dimensions of any frame surrounding sign. <input type="checkbox"/> Dimensions of any sign post(s) and arm(s) on which sign is mounted. <input type="checkbox"/> Method by which sign is mounted/attached to supporting structure.
<b>Sign Plot Plan Checklist</b>
<input type="checkbox"/> Address of the property. <input type="checkbox"/> Parcel boundaries and dimensions, building footprints, and parking (may utilize recent aerial photograph). <input type="checkbox"/> Abutting streets. <input type="checkbox"/> Location of any public or private utility easements. <input type="checkbox"/> Location of any public or private rights of way and/or sidewalks. <input type="checkbox"/> Location of any existing signs to be replaced and setbacks. <input type="checkbox"/> Location of any proposed signs and setbacks, including location of any sign related lighting. <input type="checkbox"/> Location of any existing signs to be removed. <input type="checkbox"/> North arrow, indication of scale used, and date of plot plan.

**Application Fee: \$50 + \$15 Recording Fee = \$65 (Payable to: Town of Shelburne)**

**FOR OFFICE USE ONLY**

Date received:	by	DRB Hearing Date:
Fee received:		Permit #

Administrative Officer Signature

Date