

Application Date ____ / ____ / ____

Permit Number _____

Town of Shelburne, Vermont
Application for Sign Permit
(Permanent, Temporary, and Outdoor Display)

Office Use Only:

Date received: ____ / ____ / ____

Fee received: ____ / ____ / ____

Expiration date: ____ / ____ / ____

- Please refer to the Sign Regulations for complete conformance. Sign Regulations can be found in Section 1970 of the Town's Zoning Bylaws. Please see 1970.3 for Temporary Sign Regulations.
- Please call the Planning and Zoning office at 264-5032 or 264-5033 with any questions.
- Please attach necessary plot plans and diagrams to this application.
- Fees must be submitted in order for applications to be approved.

A Parcel Tax-Map #: ____ - ____ - ____ . ____ (Permanent Signs Only)

Business Address : _____

Owner: _____

Owner Address: _____

Owner Phone: (preferred phone #) _____

Owner Email: _____

Applicants Name: _____

Applicants Address: _____

Applicant Phone (preferred phone #) _____

Applicant Email: _____

B **Dimensions**

Sign Dimensions: Sign Height (feet): Sign Area (sq. feet):

____ by ____ ____ by ____ ____ by ____

C **Permanent Signs Only:**

Yes No

Will an existing sign be replaced?

Is this a modification to an existing non-conforming sign?

Is this a sign for a farm occupation

Is the sign for a unit in a shopping center or at a place with shared parking?

D **Temporary Sign and Outdoor Displays Only:**

____ / ____ / ____ Start date of proposed use Total # of days

____ / ____ / ____ End date of proposed use

____ / ____ / ____ Date of most recent temporary sign permit issued for property

_____ # of consecutive days sign will be displayed (see regulations for max #)

E **Signature of Applicant:** _____ Date _____

Signature of Owner: _____ Date _____
(if different from applicant)

F

Check box(es) which describe proposed sign type:

Permanent:

Free Standing Sign

Facade Sign

Add-on Sign

Other Sign
(Please Specify:)

Temporary:

Exterior Business Sign

'New Business' Sign
(Date of Certificate of Occupancy ____ / ____ / ____)

Large Political Sign

Town Property Sign

Project Sign

Construction Sign

Temporary Outdoor Display:

Lawn/Garden Equipment

Recreation Equipment

Motor Vehicles

Outdoor Furniture

Yes No

Will the sign be lighted?

Does sign conform to applicable setbacks and applicable size requirements?

Does the temporary outdoor display occupy any of the following (please circle all applicable):

Within 5 of parking area /

Within 5 ft of sidewalk /

Any sight triangle or right of way

G. Fees

1. Permanent Sign Fees:

Application Fee..... \$100
Recording Fee.....\$15
Total.....\$115 (payable to Town of Shelburne)

2. Temporary Sign/Outdoor Display Application Fees

Application Fee.....\$25(per sign)
Total.....\$10(payable to Town of Shelburne)

H. Sign Details Checklists:

Permanent Signs:

- Scale Drawing of the proposed sign in elevation a profile.
- Outer dimensions of sign.
- Sign Area.
- Height of top of sign (measured from site grade).
- Size of lettering on sign (facade signs only).
- Indication of colors of the proposed sign.
- 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).
- 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.

Temporary Signs:

- Address of property
- Scale drawing of the proposed sign in elevation and profile; such drawing most 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)

Plot Plan Checklist:

- Address of the property
- Parcel boundaries and dimensions, building footprints, and parking (may utilize recent aerial photo)
- Abutting streets
- Location of any public or private utility easements
- Location of ant public or private rights of way and/or sidewalks
- Location of any existing signs to be replaced and setbacks
- Location of any proposed signs and setbacks, including location of any sign related lighting
- Location of any existing signs to be removed.
- North arrow, indication of scale used, and date of plot plan

For temporary outdoor display please include outdoor display area and setbacks to be observed by the displays