



Department of Permitting and Inspections

645 Pine Street
Burlington, VT 05401-8415
Phone: (802) 865-7188
www.burlingtonvt.gov/dpi

Sign Application Checklist

Use this checklist for all applications for signs located on private property - See Sec. 7.1.8 of the Comprehensive Development Ordinance. Use the zoning permit application form for this permit process.

In order for your application to be considered complete, the following information **must** be provided, as applicable:

- A completed application form, signed by the property owner, along with the applicable fee (\$15 filing fee, plus \$118 per sign {or \$74 per sign if part of a master sign plan});
- A scaled rendering of the proposed Sign indicating its dimensions in square inches or feet (length, width, height), and all materials and colors used;
- Applications involving Freestanding, Freestanding Yard, and Monument Signs shall include a scaled site plan indicating the location of all existing and proposed Signs on the lot, all setbacks in feet from the property lines and/or rights-of-way, and the location of any Clear Sight Triangle;
- Applications involving Awning, Blade, Canopy, Marquee, Nameplate, Outdoor Display Case, Projecting, Window, and/or Wall Signs shall include scaled building elevations indicating the location of all existing and proposed Signs on the building facade and the frontage dedicated to the establishment in linear feet;
- Where applicable, the type and method of illumination (i.e. external, internal, or backlit), including the fixture style, placement, and bulb wattage and type. Applications involving an Electronic Changeable Message must also provide written certification from the sign manufacturer that the luminance of the display has been factory pre-set so that it will not exceed 5,000 nits;
- The total square footage of all existing Signs for the establishment; and;
- Photographs of the building or site where the Sign is proposed;

Please Note:

- **PERMIT PROCESSING TIMEFRAMES:** The sign permit approval process takes a minimum of three weeks and depending on the time of year may be more. Please allow yourself ample time.
- **PROJECTING SIGNS:** Applications involving signs that project over the public Right of Way (Awning, Blade, Canopy, Marquee, and Projecting) will require a separate approval from either the City Council or Church Street Marketplace prior to installation. This can take up to four weeks so please visit the Clerk/Treasurers Office or the Church Street Marketplace to obtain the appropriate information and application form as soon as possible.
- **SANDWICH BOARD SIGNS:** For sandwich board signs to be located within the Public Right of Way, please contact the Department of Public Works (802-863-9094), located at 645 Pine Street.
- **ADDITIONAL ZONING PERMITS:** In addition to your sign permit, another different zoning permit may be required. Please inform this office of any proposed change of use or exterior modifications to your building, as an additional zoning permit may be required.
- **BUILDING PERMIT:** In addition to the sign permit, a building permit may be required. The application for the building permit shall be made after the zoning permit has been picked up from the Zoning division, after the appeal period has been completed. **Contact the Trades Division of Permitting & Inspections (802-863-9094), located at 645 Pine Street, to inquire about a building permit.**

Check All that Apply, Specify Number and Sizes:

Type: Awning & Canopy # _____ Band # _____ Blade # _____ Directory # _____
 Freestanding # _____ Freestanding Yard # _____ Marquee # _____
 Monument # _____ Projecting # _____ Outdoor Display Case # _____
 Sandwich Board # _____ Wall # _____ Window # _____

Illumination: None # _____ External # _____ Internal # _____
 Reverse Channel # _____ Electronic Changeable Message # _____

Materials: Metal Neon Plastic Wood Other: _____

Building: Length of Building Frontage Devoted to your Establishment = _____ ft.

Sign A: Length = _____ in. Height = _____ in.
Area = _____ square feet. Height to top of sign = _____ ft.

Sign B: Length = _____ in. Height = _____ in.
Area = _____ square feet. Height to top of sign = _____ ft.

Sign C: Length = _____ in. Height = _____ in.
Area = _____ square feet. Height to top of sign = _____ ft.

How many existing signs on the building or property are associated with your business? _____

How many existing signs are being replaced? _____

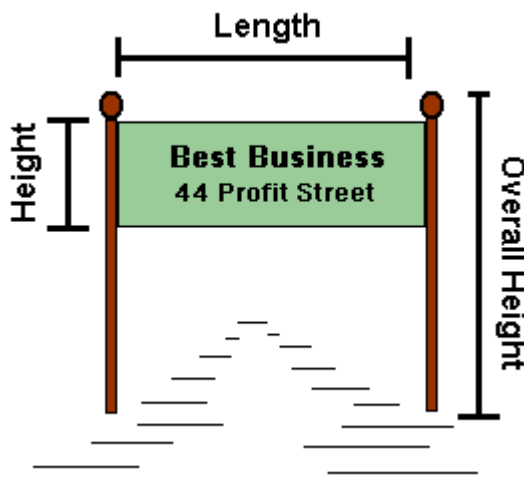
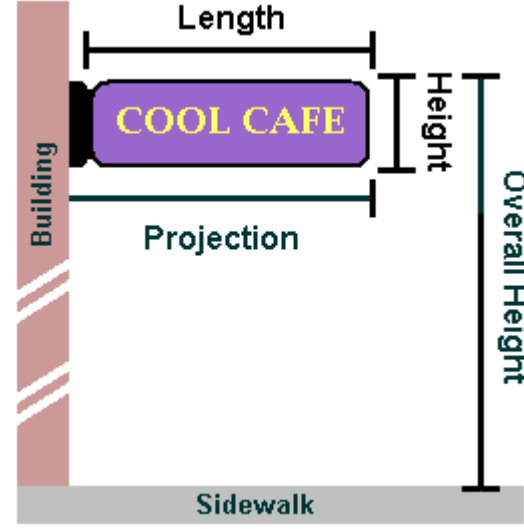
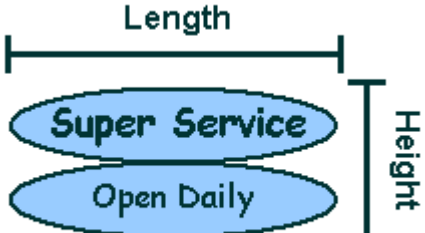
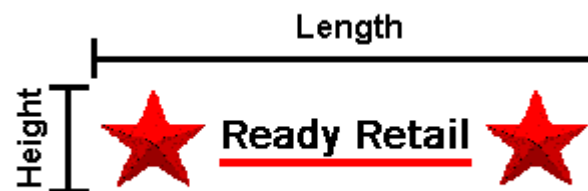
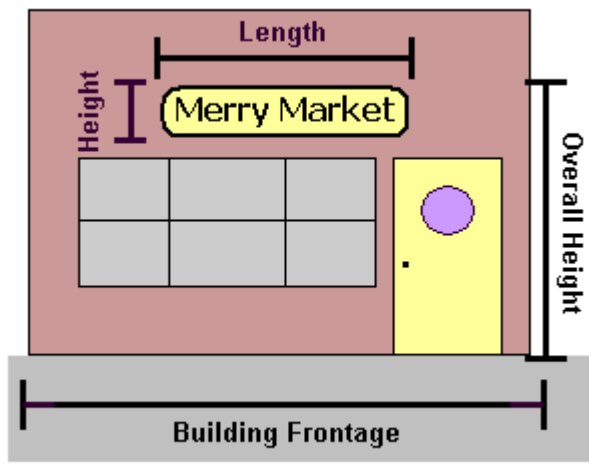
Total Cost of Proposed Sign(s): \$ _____

Size of each existing sign: _____

Proposed Use*: Retail
 Restaurant
 Office
 Home Occupation
 Other _____

* If there is any proposed change of use or any proposed other exterior modifications to your building, an additional different zoning permit may be required. Please discuss with zoning staff.

Helpful Information Required Measurements for Signs

 <p>FREESTANDING SIGN</p>	 <p>PROJECTING SIGN</p>
 <p>WALL OR WINDOW SIGN</p>	 <p>LETTERING AND SYMBOLS</p>
 <p>BUILDING FRONTAGE AND WALL SIGN</p>	<p>ILLUMINATION TYPES</p> <ul style="list-style-type: none"> ➤ None ➤ External (light from outside) ➤ Internal (light from inside) ➤ Reverse Channel (light from behind) ➤ Electronic Changeable Message

