



CITY OF BURLINGTON  
 DEPARTMENT OF PUBLIC WORKS  
 645 Pine Street  
 Burlington, VT 05401  
 802-863-9094 x3 VOICE  
 802-863-0466 FAX  
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[www.burlingtonvt.gov/DPW](http://www.burlingtonvt.gov/DPW)

# Sandwich Board Permit Application

Date of Application: \_\_\_\_\_ Period Seeking: \_\_\_\_\_ # of Months \_\_\_\_\_

### APPLICANT INFORMATION

### PROPERTY OWNER INFORMATION

Business Name				Name	
Address				Address	
City, State, Zip				City, State, Zip	
Contacts Name				Phone Number	
Phone Number					
Existing Business	<input type="checkbox"/>	New Business	<input type="checkbox"/>		

### Requested Sandwich Board Sign Information

Location				Total Dimensions of Sign	
Height		Width		Total Square Feet	
Number of Sides Containing Advertising	1		2		
Description of sign (Location: verbally/graphically)					
Description of Sign (wording or graphic as shown on sign)					

### Proof of Liability Insurance for Business Applying:

Insurer's Name					
Contact					
Address					
City, State, Zip					
Phone Number					
Insurance Expiration Date				Amount of Liability Insurance	
<ul style="list-style-type: none"> <li>• A copy of a active insurance policy underwritten for the applicant's business must be attached.</li> <li>• Be aware that as an applicant your signature represents to the city that you are fully aware of the requirements established in Sec. 21-5,</li> <li>• Signs in public ways; on vehicles, B.C. Q., and your signature affirms you have meet all conditions.</li> <li>• Incomplete applications run the risk of being rejected or delayed until all of the necessary information is submitted.</li> </ul>					

Signature of Applicant

Printed Name of Applicant

Date

Signature of Property Owner

Printed Name of Property Owner

Date

# Signs within Public Right of Ways

(Burlington City Code of Ordinance Chapter 21 Sec 21-5)

Signs within the City of Burlington Public Right of Ways require permits. These 2 year permit can be secured at the Department of Public Works located at 645 Pine St, Burlington, VT.

## Permit Fees:

A \$20 fee is required with each application with a monthly fee of \$4 per month for 2 years.

Permit fee	\$20
Monthly fee (\$4 x 24 months) will expire April 30, 2010	<u>\$96</u>
Total	\$116.00

**Sandwich Board Dimension:** Maximum height of signs must not exceed 4 feet in height in a standing position, not more than 3 feet wide and never to exceed 8 total square feet. To determine the total square footage:  $H'' \times W'' / 144 = \text{sq ft}$ . These requirements must be met before a permit can be issued.

**Line of Site Requirements:** Signs within 40 ft of street intersection, within 15 ft of drive or curb cut or placed in a location not adjacent to the business shall be a maximum of 6 sq ft. No sign can be higher than 2.5 ft and no more than 3 ft wide. Signs shall remain a minimum of 12 feet apart from other business signs.

**Sticker Location:** Once a permit is issued a sticker is to be attached to the upper right hand corner of the sign visible to anyone concerned. Fees for stickers are pro-rated and required to be renewed every 2 years.

**Insurance Requirement:** Along with the permit application there must be an Insurance certificate attached for the amount of \$1,000,000 general liability.

**Signs staging time:** Signs shall not be placed before 6 AM and must be removed daily after 7pm from March 21<sup>st</sup> to September 21<sup>st</sup>, by 5 pm from September 22<sup>nd</sup> to March 20<sup>th</sup>, and shall not be left out anytime the business is closed. The city holds no accountability for signs damaged due to maintenance such as snow plowing or tree maintenance.

**Variance Requests:** For those sign request that do not meet specifications listed above may seek a variance and must be requested in writing and directed to the Public Works Commission for approval.

## Permit Compliance & Conditions (NLT)

All construction done under this and any other permits issued must comply with the Federal, State and Burlington's Codes and Ordinances. Permits shall not be construed as authority to violate, cancel or set aside any of the provisions of the codes currently in affect. Applicants must contact the department to schedule inspections of the work and obtain final project approvals.

(NLT) = Not Limited to.

## Statement of Procedural Rights

Specific to the City of Burlington Code of Ordinances any owner or interested person aggrieved by this department's directive or actions respective to the BCO may appeal to the Public Works Board of Appeals by requesting such appeal in writing to the Director of Public Works, 645 Pine Street, Burlington VT., within 10 days from the issuance date of any order or date determined by an inspector.

Specific requirements for an appeal can be found in BCO 8-8.