

**City of Essex Junction, VT
Sign Permit Application**

For Office Use: Permit #

Property description (address) for application _____

General information

Applicant _____ Day Phone _____

Address _____

Email Address _____

Owner of Record (attach affidavit if not applicant)

Applicant _____ Day Phone _____

Address _____

Email Address _____

Applicant's agent(s)

Applicant _____ Day Phone _____

Property information

Zoning District _____ Current Use _____

Lot # _____ Tax Map Page # _____

Note: All applications are required to submit a sign plan which includes the following information: size, location, street frontage and setbacks from ROW and property lines, location and size of existing signs and other information which may be necessary to demonstrate compliance.

COMPLETE THIS SECTION FOR PERMANENT FREE-STANDING SIGN IN COMMERCIAL & INDUSTRIAL DISTRICTS:

Application: Alteration or replacement () New Addition ()

If addition to existing sign, area of existing sign: _____ square feet.

Will the proposed free-standing sign be the only sign on this lot?

Yes _____ No _____ If no, explain _____

_____ Feet of frontage x 0.3 (30%) = _____ square feet (maximum sign area)

Size of proposed sign _____ distance from lot lines _____

height of proposed sign _____

Landscaping shall be shown on a site plan and the following planting schedule completed:

Landscaping will be completed by (date) _____

	Number	Plant & Description	Size
Example	36	Cedar Hedge	5'



COMPLETE THIS SECTION FOR PROJECTING SIGN (INSTEAD OF A WALL SIGN):

Application: Alteration or replacement () New Addition ().

Height x _____ width = _____ square feet area _____ height above ground level.
Maximum size of projecting sign allowed is (6) six sq.ft.; and a minimum of (8) eight ft. from the ground.

COMPLETE THIS SECTION FOR A WALL SIGN:

Application: Alteration or replacement () New Addition ()

If addition to existing sign, area of existing _____ square feet.

Will the proposed wall sign be the only one on this lot? Yes () No ()

If no, explain _____

Facade area (calculation):

Length of façade facing street (or entrance) _____ feet x 15 feet = _____ sq.ft. (façade area.)

Façade _____ square feet x .05 (5%) = _____ sq.ft. (or 20 sq.ft., whichever is greater).

Width _____ feet x length _____ feet = _____ square feet, area of proposed sign.

Type of illumination: Internal _____ External _____ None _____

Attach plans if lighted. Illuminated signs are not allowed in residential districts.

CERTIFICATION

I hereby certify that the information supplied in this application is true and correct and the sign applied for will comply with all provisions of the land use code.

Applicant

Date

Land Owner (if different)

Date

Staff Action

Date received _____

Approved _____ Denied _____

Other approvals/conditions _____

Staff Signature

Date

**** Fee based on current
Fee Schedule**

Fee Amount:**

Fee Verified:

