

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 ( ).

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

Height x \_\_\_\_\_ width = \_\_\_\_\_ square feet area \_\_\_\_\_ height above ground level.

---

**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.)

Maximum size of wall sign allowed is (6) six sq.ft. at a minimum of (7) seven ft. from the ground:

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:

