



Department of Planning and Zoning

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Sign Application Checklist

Use this checklist for all applications for fixed signs such as parallel, projecting and freestanding signs located on private property - See Sec. 3.2.2 of the Zoning Ordinance. Use the generic 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;
- Complete page two of this checklist;
- The application fee in cash or check (no cards). Checks to be made out to the 'City of Burlington'; being:
 1. \$10 filing fee; and
 2. \$80 per sign (less 50% if part of an approved Master Sign Plan).(There will also be a fee to request the Final Certificate of Occupancy when the project is complete, which should be requested within the two year time limit to avoid additional fees);
- Photographs of the building or site where the sign is proposed;
- 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 signs shall include a scaled site plan indicating the location of all existing and proposed signs on the lot and all setbacks in feet from the property lines and/or rights-of-way;
- Applications involving parallel and projecting signs shall include a scaled building elevation indicating the location of all existing and proposed signs on the building face 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 specification sheets from the manufacturer of the fixture style, placement, and bulb wattage and type;
- The total square footage of all existing signs for the establishment.

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 projecting signs that project over the public Right of Way 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 will be required. The application for the building permit shall be made after the zoning permit has been picked up from the Planning and Zoning office, after the appeal period has been completed. **Contact the Department of Public Works (802-863-9094), located at 645 Pine Street, to inquire about a building permit.**

Check All that Apply, Specify Number and Sizes:

Type: Freestanding # _____ Parallel # _____ Projecting # _____ Window # _____

Illumination: None # _____ External # _____ Internal # _____

Materials: Metal Neon Plastic Wood Other: _____

Building: Length of Building Frontage Devoted to your Business = _____ 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? _____

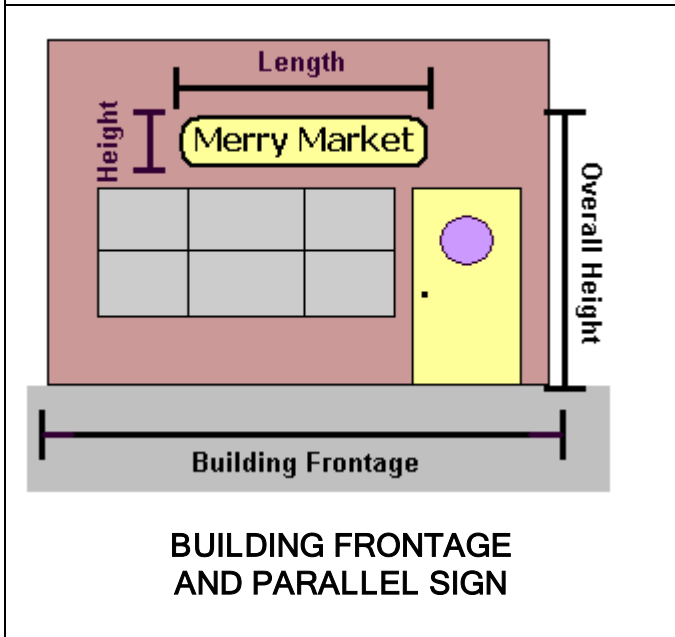
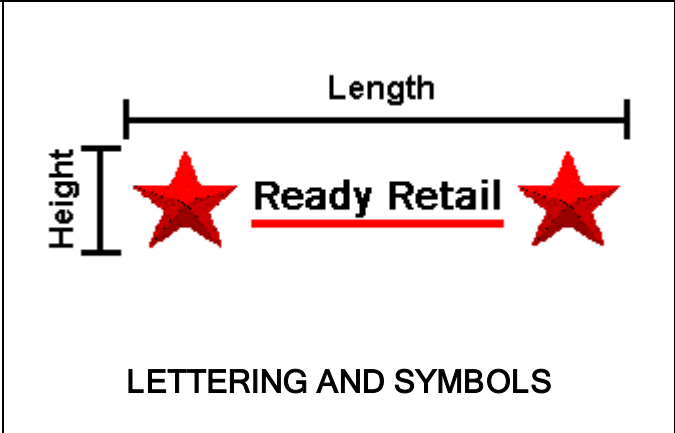
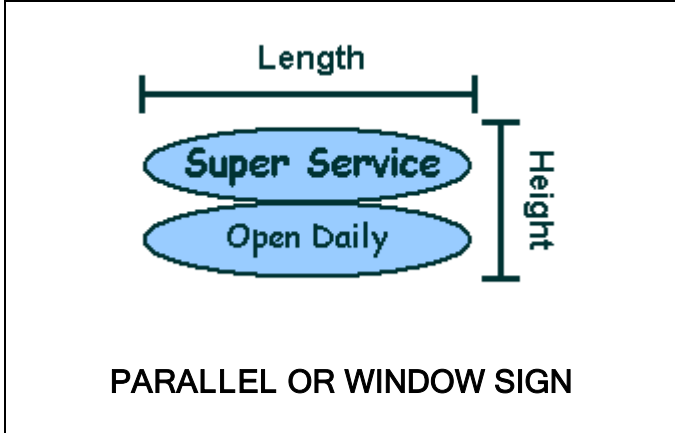
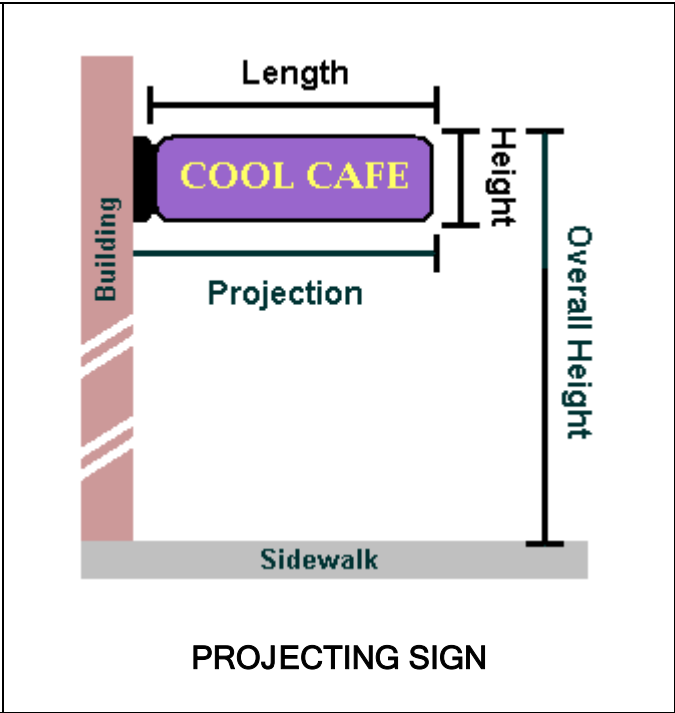
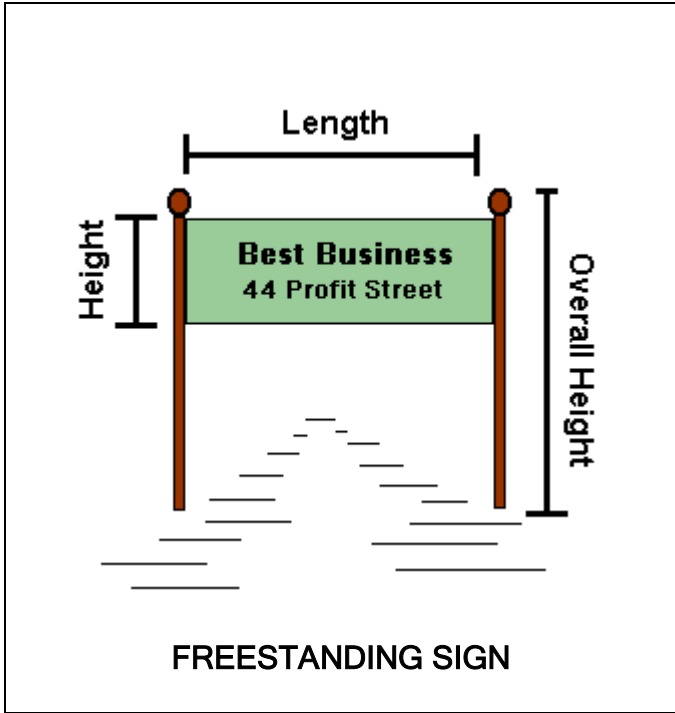
Total Cost of Proposed Sign(s): \$ _____

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



- ILLUMINATION TYPES**
- None
 - External (light from outside)
 - Internal (light from inside)

Sign Regulation Summary – An elaboration of Table 7.2.1-1 of the CDO

Zoning District⁴

Sign Type	Dimensional Requirements	All Mixed Use Districts	Church Street Marketplace⁵	All RCO, Residential, and Institutional Districts	All Enterprise Districts
Parallel	Size	2-sf ¹	1.5-sf ¹	20-sf	2-sf ¹
	Maximum Height	14-ft ²	14-ft ²	14-ft ²	14-ft ²
	Illumination	Yes	Yes	No	No
Projecting	Size	4-sf	8-sf	4-sf	4-sf
	Maximum Height	14-ft	18-ft, 9ft if attached to canopy	12-ft ²	14-ft
	Minimum Height	8-ft	7ft 6in		
	Illumination	Yes	Yes ⁶	No	No
Freestanding	Size	½-sf ¹	None	20-sf	1-sf ¹
	Maximum Height	14-ft		6-ft	6-ft
	Illumination	Yes ³		No	No

1. Size is determined per each linear foot of building frontage allocated to the establishment
2. Or ceiling height of the first floor, whichever is less, except in D, D-T and NMU-NAC where the sign may be above 14 feet as per Sec 7.2.3(a)4, Sec. 7.2.4 (c)2D, or Sec. 7.2.4(c)6C.
3. Illuminated freestanding signs are not permitted in NMU district.
4. No signs shall be permitted in the Urban Reserve District.
5. See Sec 7.2.4 of the CDO for specific regulations.
6. Internally illuminated signs are prohibited per Sec. 7.2.4(c)6.