



## Department of Planning and Zoning

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### Awning Application Checklist

Use this checklist for all applications for awnings - See Sec. 3.2.2 of the Zoning Ordinance.

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;
- The application fee (below), in cash or check (no cards). Checks to be made out to the 'City of Burlington'. (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 subject property, showing the location of the project (and neighboring properties if applicable);
- A sketch of the proposed awning(s) indicating dimensions, material, color, lettering, etc;
- A sketch or photo showing placement of awning(s) on the building, and indicating the dimensions and overall height of the awning(s) above any pedestrian walkway (See 6.3.2(a)(3));
- Length and height of any lettering and related symbols placed on the awning and used to identify the physical address of the building. (Any other lettering and logos constitute a sign subject to the provisions of Article 7 - Signs);
- Dimensions, locations, and photographs of all existing awnings that will remain;
- Method of illumination including specifications and placement of lighting devices . (See applicable lighting regulations in Sec. 5.5.2); and,
- Material swatch or sample.

**Please Note:** Applications involving awnings 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.

#### Application Fee:

##### A. Awning with Sign:

1. \$10 filing fee; and,
2. \$80 per awning (less 50% if part of an approved Master Sign Plan)

Or

##### B. Awning without Sign:

\$80 (both design review and non-design review)