

# **SIGN PERMIT APPLICATION**

**Town of Derby**

**124 Main Street, Derby, VT 05829**

Property Owners Name: \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

E-911 Locatable Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Parcel ID #: \_\_\_\_\_ SPAN #: 177-056-\_\_\_\_\_ Zoning District: \_\_\_\_\_

Total square footage of EXISTING signs: \_\_\_\_\_ sq. ft.

Total square footage of PROPOSED signs: \_\_\_\_\_ sq. ft.

Dimensions of PROPOSED sign(s): \_\_\_\_\_ ft. high X \_\_\_\_\_ ft. wide.

Type of PROPOSED sign(s):

Wall/Roof sign     Projecting sign     Free standing ground sign

Location of PROPOSED Sign(s):

Front                       Back                       Side

Will the PROPOSED sign(s) be illuminated?     Yes                       No

If yes, what type of illumination? \_\_\_\_\_

## **Building Sketch**

(show building and location of existing and proposed signs)

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Administrative Use Only - 04/22

Application Number: \_\_\_\_\_ Submitted on: \_\_\_\_\_ Fee: \_\_\_\_\_

Granted: \_\_\_\_\_ Denied: \_\_\_\_\_ By: \_\_\_\_\_

Administrative Officer

***A copy of the complete permit is on file in the Zoning Administrator's Office.***

## **FEE: \$60 per sign**

**An interested person may appeal any decision by the Administrative Officer to the Development Review Board in accordance with 24 VSA, Chapter 117, §4465, in writing, within 15 days of the date of such decision. The fee is \$200.**

**An interested person who has participated in the municipal regulatory proceeding may appeal the decision rendered in that proceeding by the Development Review Board to Environmental Court in Accordance with 24 VSA, Chapter 117, §4471, in writing, within 30 days of the date of such decision. The fee is \$250.**

**If you fail to appeal a decision, your right to challenge the decision at some future time may be lost because you waited too long. You will be bound by the decision, pursuant to 24 V.S.A. §4472(d).**

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**THIS IS A LOCAL PERMIT APPLICATION ONLY.** Other permits may be NECESSARY. To determine if State permits are required, contact the State Regional Permit Specialist at (802) 477-2241 and the State Dept. of Labor and Industry at (802) 828-4000. Contact the Village of Derby Line (802) 873-3420 or Village of Derby Center (802) 766-5313 if municipal water or sewer is required. Any project requiring new entry onto Town roads or alters the public right of way requires an Access Permit issued by the Town Road Commissioner, application forms are available from the Zoning Administrator and may be submitted in conjunction with the zoning permit application.

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### **ACKNOWLEDGMENT OF RESPONSIBILITY**

I hereby affirm that I am the fee title owner or the owner's agent\* of the property for which this application has been made. I am the party whom the Town should contact regarding any matter pertaining to this application and it is my responsibility to keep myself informed of the progress of the application.

I further understand that additional information such as a survey of the property, traffic analysis, or expert testimony may be required for analysis of the application, and that upon my written authorization, fees for such additional information will be my responsibility.

I agree to allow Town personnel access to the property to review all aspects of this application and for tax assessment purposes.

Property Owner's Signature: \_\_\_\_\_

\*NOTE: Written documentation must be submitted and approved by the Zoning Administrator proving that the agent is legally authorized to act on the property owner's behalf.

Below are the sign regulations as per the Town of Derby Zoning Bylaw:

#### 402.8 Signs

Signs as defined in Article 11 shall comply with the following requirements except the following signage is exempt from permit requirements:

- Signs not exceeding one square foot in area bearing only street numbers, post box numbers, names of occupants or premises not having commercial connotations;
  - Flags and insignia of any government except when displayed in connection with commercial purposes;
  - Legal notices, identification, informational or directional signs erected as required by governmental bodies;
  - Integral decorative or architectural fenestration or other design features of buildings except letters, numbers, moving parts or lights;
  - Signs directing and guiding traffic and parking on private property, but bearing no advertising copy or text.
- A. Signs are exempt from the setback requirements of each district. Signs shall be located so as not to be a visual obstruction to vehicle or pedestrian traffic.
- B. All signs must be constructed of durable materials and shall be maintained in good repair at all times.
- C. For purposes of this provision sign area is calculated per display area. In cases where a permitted two sided freestanding sign is to be limited to x number of square feet, x is for each display area (i.e. x=100 square feet per side for two sided road sign, 100 square feet per side is allowed).
- D. In all districts where applicable, a sign not exceeding eight square feet is permitted which announces the name, address, profession, home occupation, residential business or service, or cottage industry of the occupant of the premises on which said sign is located, such sign is considered included in the permit issued for a home occupation, residential business or service, or cottage industry, but shall only be considered compliant when such permit has been issued.
- E. A bulletin board not exceeding twenty four square feet is permitted in connection with any church, school or similar public structure.
- F. A temporary real estate sign, not exceeding twelve square feet is permitted on the property being sold, leased or developed and shall not require a permit; however such sign shall be removed promptly when it has fulfilled its function.
- G. A business sign shall be permitted with the issuance of an administrative permit upon submission of a complete application, design plan and required fees, in connection with any legal business or industry, in accordance with the following requirements:
- 1) Two signs are permitted for any legally establish business, one free standing, and the other attached to the building, except as provided below.
  - 2) A business located on a corner lot shall be allowed one free standing sign and one sign attached to the building on each side of the building that faces a street or highway.
  - 3) The primary purpose of the sign shall be for identification purposes and not for advertising and may state only the owner, trade names, trademarks, products sold, and/or the business or activity conducted on the premises on which the sign is located. Legal businesses permitted to sell motor vehicle fuels may post current unit prices on signs that meet the requirements of this provision.
  - 4) Signs shall not extend above the roof or parapet of the building. The height of a free standing sign shall not exceed 25 feet without approval of a Development Review Board site plan review.

- 5) Illuminated signs shall be shielded in such a way as to produce no glare, undue distraction, confusion or hazard to the surrounding area or to vehicular traffic. Illumination shall be properly focused upon of from within the sign itself.
- 6) Signs which are animated, flashing, or with intermittent illumination are prohibited.
- 7) Signs shall not project over the public right of way or property lines except in commercial or industrial districts. In these districts signs may project over sidewalks to within one foot of the curb providing the signs are at least ten feet above the sidewalk.
- 8) Sign size shall be in proportion to the land use, lot and building size. Maximum square footage of any freestanding sign approved under an administrative permit shall be 100 square feet, with the building sign not to exceed 10% of the total area of the building façade. Signs that exceed these limits must be approved by the Development Review Board in a site plan review proceeding.
- 9) In the event that a business occupies two or more contiguous retail units or store fronts, that business shall be allowed one sign on the building up to 10% of the total area of the façade occupied by that business.
- 10) Sign size for mall and business complexes shall be computed as follows:
  - a) malls and business complexes up to four businesses-150 square foot freestanding sign, one building sign per business up to 25 square feet;
  - b) malls and business complexes five or more businesses-150 square foot freestanding sign with an additional 14 square feet per business to a maximum of 250 square feet of total area, one building sign per business up to 25 square feet;
  - c) For complexes with nine or more businesses an additional directory sign may be erected with Development Review Board approval no less than 50 feet from the entrance to the complex.
- 11) Temporary, moveable signs, banners, balloons or other portable advertising devices designed to advertise products for sale are subject to administrative permitting, such permit shall not be issued for a time period to exceed seven consecutive days.
- 12) Signs that are built into or are an integral part of the edifice of a building are permitted and are not considered as a sign attached to the building.
- 13) Directional signs are allowed on corner lots in the Commercial (COM) zoning district only to direct traffic to business located along secondary roads and shall comply with the following:
  - a) One sign with a maximum height of 10 ft is allowed.
  - b) A maximum of 4 businesses are allowed on the sign.
  - c) Individual businesses are allowed one sign a maximum of 1 ft high by 4 ft wide stating only the business name/logo, distance from the intersection, and directional arrow.
  - d) The sign shall be located within the required greenstrip.