

Permit # \_\_\_\_\_

**SIGN PERMIT APPLICATION**

Date Received: \_\_\_\_\_

Zoning District \_\_\_\_\_

**TOWN OF EAST MONTPELIER**

Parcel # \_\_\_\_\_

Overlays \_\_\_\_\_

PO Box 157, East Montpelier, VT 05651

Tax Map # \_\_\_\_\_

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- A. 1. Name of Landowner..... Phone No.....
- 2. Address of Landowner.....
- 3. Applicant (other than owner)..... Phone No.....
- 4. Address of Applicant.....
- 5. Location of Property.....

**B. Sign Data:**

- 1. Sign size (height & width): .....
- 2. Construction material: .....
- 3. Lettering:  One side only  Both sides
- 4. Is sign lit:  Yes  No If yes, please describe .....
- 5. Free standing sign:  Yes  No If yes: Height from ground at peak .....
- Distance from road centerline .....
- Part of multi-sign platform:  Yes  No
- 6. Sign attached to building:  Yes  No If yes:  Wall mounted  Hanging
- 7. Sign consists of wall lettering &/or graphics:  Yes  No

Describe sign to be installed: .....  
.....  
.....  
.....  
.....

**Important:** Please provide a picture, sketch, or some other visual depiction of the desired sign. Also, please provide a location sketch showing sign placement on the property and orientation to the nearest public road. If the sign is on a building, show both the location of the sign on the building and the building on the property.

**READ CAREFULLY:**

A zoning permit shall be required prior to the erection, construction or replacement of any outdoor sign, except for signs which are specifically exempted or specifically prohibited by the East Montpelier Land Use & Development Regulations. The undersigned requests a zoning permit as described above, understanding that the permit will be voided and penalties imposed, if the sign is not completed as described. The permit will be voided if the sign is not erected within one year from date of issue. The undersigned hereby applies on the basis of the representations contained herein, and to the best of his/her knowledge believes them to be true.

Landowner ..... Date .....

Applicant ..... Date .....

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Zoning Permit Fee: \$ \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Date \_\_\_\_\_ Rec'd by \_\_\_\_\_

DRB Hearing Fee: \$ \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Date \_\_\_\_\_ Rec'd by \_\_\_\_\_

Make checks payable to the "Town of East Montpelier"

**C. Action by Zoning Administrator:**

1.  Granted  Denied Date ..... Reason.....  
.....

2. Appealed to Development Review Board ..... By .....  
Date

**Notice:** Appeal from a decision or act of the Zoning Administrator must be made in writing to the Development Review Board &/or Town Clerk within 15 days of the decision or act. The appeal fee is \$150.00.

3. Final Action: Permit # ..... Date Issued ..... Effective Date .....

**DO NOT start this project prior to the effective date, as the statutes require a 15-day appeal period. If this permit is based upon a Development Review Board approval, be advised that any appeal of that approval could affect the validity of this permit – do not start project or commence use until that DRB approval is final and clear of any appeal process.**

.....  
Zoning Administrator

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**Warning:** State permits may be required for this project. The applicant or permittee retains the obligation to identify, apply for, and obtain relevant state permits for this project. Call (802) 505-5367 to speak to the state Permit Specialist before beginning any construction.

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**D. Action by Development Review Board:**

1. Public Notice Date .....

2. Date(s) of Hearing .....

3.  Granted  Without conditions  With conditions (See written decision for conditions)

4.  Denied (See written decision for reasoning)

.....  
Chairman, Development Review Board

**Important Notice:**

The DRB's written decision was issued on: .....

The applicant, appellant or other interested person who has participated in a regulatory proceeding of the DRB may appeal the decision rendered by the DRB within 30 days of the issuance of such decision, to the Environmental Division of the Vermont Superior Court, in accordance with 24 V.S.A. §4471.

1. "Participation" in a DRB proceeding shall consist of offering, through oral or written testimony, evidence of a statement of concern related to the subject of the proceeding.
2. The notice of appeal shall be filed by certified mailing, with fees, to the Environmental Division of the Vermont Superior Court and by mailing a copy to the East Montpelier Zoning Administrator, who shall supply a list of interested persons (including the applicant if not the appellant), to the appellant within five (5) working days. Upon receipt of the list of interested persons, the appellant shall, by certified mail, provide a copy of the notice of appeal to every interested person. If any one or more of those persons are not then parties to the appeal, upon motion they shall be granted leave by the court to intervene.

## East Montpelier Land Use & Development Regulations

### Section 3.15 Sign Regulations

(A) **Applicability.** A zoning permit shall be required prior to the erection, construction or replacement of any outdoor sign, except for signs, which are specifically exempted (Table 3.2), or specifically prohibited from these provisions (Table 3.3).

(B) **General Standards.** All signs, other than those specified in Table 3.2, shall require a zoning permit issued by the Zoning Administrator in accordance with the following requirements pertaining to all signs:

- (1) No outdoor advertising signs shall be permitted in any district except for the purposes of identifying an existing, on-premise use in those districts where such uses are permitted.
- (2) There shall be only one freestanding or hanging wall-mounted sign per principal business or service except that a Gasoline Station may have one pricing sign which does not exceed 12 square feet in area and/or pump-top pricing signs, each not to exceed two square feet in area. Wall signs (lettering and/or graphics) shall meet the standards set forth in subsection (5), below. In circumstances where there are multiple businesses on a single lot, each business may have a sign, not to exceed the size allowed in the district, on a common freestanding structure.
- (3) No sign in the Rural Residential/Agricultural District (zone D) or the Agricultural/Forest Conservation District (zone E) shall exceed five (5) square feet per face, unless approved by the Development Review Board with considerations of safety, visibility, design, location, and traffic upon determination that the additional height is necessary to be visible from the nearest road.
- (4) No freestanding or wall-mounted hanging sign located within the Commercial District (zone A) or Industrial District (zone B) or the Residential Commercial District (zone C) shall exceed 16 square feet per face, excluding wall signs (lettering and/or graphics) allowed in accordance with subsection (5), below.
- (5) In addition to freestanding and/or wall-mounted hanging signs allowed in the Commercial District (zone A) or Industrial District (zone B) or the Residential Commercial District (zone C), wall signs (lettering and/or graphics) may be affixed or applied directly to the facade of a building, including its wall and windows, within the districts specified above, provided the total area of the lettering and/or graphics meets the following:
  - (a) the total area of all wall signs (lettering and/or graphics) shall not exceed a maximum of 150 square feet;
  - (b) no single wall sign (lettering and/or graphics) may exceed 50 square feet. In computing the area of a wall sign (lettering and/or graphics), the area shall be the area of the smallest rectangle with a level base line that can contain a sign including the lettering, graphic, panel and frame, if any.
- (6) No sign, including mounted or freestanding supporting structures, shall exceed 20 feet in height.
- (7) No sign shall be placed on the roof of a building, and no sign attached to a building may extend above the eaves of that part and side of the building to which the sign is attached.
- (8) All signs shall be located outside of the highway right-of way. Signs shall be placed a minimum of 50 feet from the road centerline of the nearest intersection.
- (9) Signs shall not be constructed to include blinking lights, moving parts, or any device capable of emitting noise.
- (10) If illuminated, signs shall be constructed so as not to produce undue glare, hazards, or distractions. A constant, shielded light source may be used for indirect lighting, provided that the light fixture is mounted on the top or side of the sign, is directed onto the sign surface, and does not adversely affect neighboring properties, rights-of-way, or vehicular traffic. The light source shall not be visible from adjacent properties or roads.
- (11) No sign shall be illuminated during hours when the premises are not occupied or open for business, or after 10:00 P.M., whichever is later. Bed & Breakfasts, Inns and Hotels and other lodging accommodations may be considered open for business 24 hours a day.
- (12) All signs shall be maintained in a secure and safe condition. Nothing in these regulations shall prevent normal sign maintenance and repair, including the replacement of broken parts. If the Zoning Administrator is of the opinion that a sign is not secure, safe, or in a good state of repair, a written warning and/or notice of violation under Section 7.7 may be issued with a request that any defect in the sign immediately is corrected.
- (13) No Nonconforming sign may be replaced, expanded, or the message altered to advertise a different owner, management or brand, unless such altered sign is brought into conformance with these standards.

(C) **Measurement.** The area of measurement of any sign shall be the total area of the sign face to the outer edge, including any supporting frames or panels. Signs consisting of freestanding characters shall include any intervening spaces (the entire message area) in the calculation of total sign area. The height of the sign shall be measured to the highest point of the supporting structure.

**Table 3.2  
Exempt Signs**

The following signs are allowed in all zoning districts and shall not require a zoning permit, but shall be subject to all other requirements of this Section:

1. Signs erected by the town or state on public roads for directional, safety or public service purposes, including Official Business Directional Signs and sign plazas erected in accordance with 10 VSA Chapter 10.
2. One unlit sign advertising a home-based business (e.g., home child care, home occupation, home industry or bed & breakfast) or agricultural operation, which does not exceed five (5) square feet in area per face, and is set back at least 10 feet from the edge of the highway right-of-way.
3. One sign or bulletin board incidental to a school, church, library, public park or other government facility, which does not exceed 20 square feet in area per face.
4. One temporary real estate "for sale" or "for rent" sign per front yard that does not exceed six (6) square feet in area per side, and is removed immediately following property sale or rental. The sign may list the name of an agent.
5. One temporary sign, not exceeding 16 square feet in area per face, promoting the sale of agricultural products for a period not to exceed 120 days in any calendar year.
6. One portable sign displayed during business hours per business not to exceed 16 square feet.
7. Temporary signs providing safety or emergency information to the public.
8. Unlit, non-advertising informational signs which do not exceed four (4) square feet in area, for the direction, instruction, or convenience of the public (e.g., that identify restrooms, public telephones, freight entrances, vacancies, or are related to posted areas, trespassing or hunting).
9. An ornamental sign, flag or banner that is incidental to a residential use, and is not used for advertising purposes.
10. One temporary sign erected for a fair, exposition, or other municipal, philanthropic, or community sponsored special event that does not exceed 25 square feet in area per side, is installed on the premises no more than two weeks prior to the event, and is removed immediately following the event.
11. Temporary auction, lawn or garage or similar sale signs, not exceeding four (4) square feet in area per side, which shall be removed immediately following the sale.
12. One unlit temporary advertising sign, not exceeding 20 square feet per side, for an approved construction project or residential subdivision, which shall be removed when construction is completed or 75% of residential lots have been transferred into individual ownership.
13. Temporary election signs to be posted and removed in accordance with state law.
14. One unlit historic or landmark sign per historic property, not to exceed four square feet in area.
15. Wall murals intended solely for artistic, non-advertising purposes.

**Table 3.3  
Prohibited Signs**

(B) Prohibited Signs. The following signs are specifically prohibited in the Town of East Montpelier:

1. Signs which impair highway safety or obstruct visibility of oncoming traffic or traffic safety signs.
2. Off-premise signs, except for those that conform to state laws.
3. Signs painted on or attached to rock outcrops, trees, or similar natural features, except for posting, trespassing or safety zone signs.
4. Permanent signs which project over public rights-of-way or property lines.
5. Signs identifying businesses that are no longer in existence.