

AP - _____ - _____

WILLISTON, VERMONT
SIGN PERMIT APPLICATION
AS REQUIRED BY WILLISTON
DEVELOPMENT BYLAW 5.1.3

Date Received:

Notice of Recording

Williston, VT Town Clerk's Office
Received for Record
_____ AD _____
At _____ O'clock _____ minutes _____ M
And recorded in Book _____ Pages _____
Attest _____ Town Clerk

For complete document, see the Williston Planning Office

Site Information:

Site Address: _____

Tax Parcel #: _____ : _____ : _____ . _____ _____ Zoning District: _____

Property Owner's Information: *applications must include the signature of the property owner*

Property Owner's Name: _____

Property Owner's Mailing Address: _____

Telephone: _____ Email: _____

Property Owner's Acknowledgement: *As the owner of the property described above or the owner's guardian/trustee, I hereby apply for a permit to alter or construct the sign or signs described on this form. I understand that if this application is approved, I must post notice on the property and allow a **15-day appeal period** before work begins. I understand that VT law allows 30 days to find this application complete. The information and representations contained in this application are true and accurate to the best of my knowledge.*

 **PROPERTY OWNER'S SIGNATURE:** _____ **Date:** _____

PRINTED: _____

**Property owner must also read and sign the acknowledgements on the bottom of page 3.*

Applicant's Information: *the applicant is the person staff will contact regarding this permit*

Name: _____ Mailing Address: _____

Telephone: _____ Email: _____

Briefly describe the proposed new sign(s) or change to sign(s):

ZONING ADMINISTRATOR'S ACTION:

After reviewing this application or the proposed sign(s), the Administrator has taken the following action:

application approved

application denied

application found incomplete

Zoning Administrator: _____ **Date:** _____

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Please answer all of the questions below.

1. Is the property subject to an approved Master Sign Plan? ____Yes ____No

Master Sign Plan #: _____ Site Name: _____

If a Master Sign Plan has been approved for the site, you must submit a copy of the approved final Master Sign Plan and indicate on that plan which approved signs you are applying for.

2. Is this proposed sign for a new business? ____Yes ____No If the new business constitutes a change in use from a prior tenant, the change in use must be approved with an Administrative Permit.

3. Does the site where the new or changed sign(s) are proposed have multiple tenants? ____Yes ____No New signs and alterations to signs on properties with multiple commercial tenants usually require the approval of a Master Sign Plan by the Development Review Board prior to administrative approval.

4 Are there any nonconforming signs on the site? ____ Yes ____No Signs on the site that are not allowed by the current Williston Unified Development Bylaw due to their size, location, or internal illumination must be brought into conformance before permits for new signs can be issued.

5. Have you attached a drawing of the proposed signs? Applications for sign permits must include:

A plan of the site, showing the parcel boundaries and buildings, indicating the location of the proposed sign(s).

A scaled drawing of the sign(s) showing the height and width and overall area of the sign(s).

A detailed drawing of any sign illumination that is proposed. Sign lighting must be downward-facing and fully shielded, and internally illuminated signs are prohibited.

FEES (To be completed by Williston Planning staff)		Recording Fee:	\$ _____
Master Sign Plan: Yes ____ No ____		Permit Fee:	\$ _____
Fees Paid? _____ Check # _____ Collected By: _____		Total:	\$ _____

APPLICANT'S ACKNOWLEDGEMENTS: By signing this form, the owner and applicant acknowledge that they understand and accept the principles adopted in WDB 1.3 and WDB 5.6.1.

1.3 Basic Principles Applicants Should Understand. Your signature on an application for a permit is an acknowledgement of the following basic principles:

1.3.1 State and federal regulations may apply. Applicants should understand that state and federal regulations apply to many projects. Where those regulations are not as restrictive as this bylaw, this bylaw applies.

1.3.2 Private agreements may apply. Applicants should be aware that covenants, deed restrictions, easements, and similar private agreements affect many projects. Those agreements may be more restrictive than this bylaw.

1.3.3 Burden of proof. Applicants should understand that the burden of demonstrating compliance with this bylaw rests with them. Be sure you understand the relevant requirements of this bylaw before submitting a permit application.

1.3.4 Representations are binding. All representations made on application forms and checklists, and in the drawings and other materials that accompany an application, are binding.

5.6.1 What happens if I change a project after an administrative permit is approved? Failure to build in accord with the approved final plans is a violation of this bylaw, subject to enforcement as provided by WDB 7.4-7.6. A fine may be imposed and you may be required to remove all work that is not in accord with the approved final plans.

Permission to Enter: Your signature on this application constitutes permission for on-site inspection of the property described on this application form as provided by WDB 5.2.2.3



PROPERTY OWNER'S SIGNATURE: _____

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CONDITIONS AND REQUIREMENTS OF THIS PERMIT AS DETERMINED BY THE ZONING ADMINISTRATOR:

_____ The Zoning Administrator has **approved** this application for a sign permit with the following **conditions**:

_____ The Zoning Administrator has **denied** this application, based on the following findings of fact and conclusions of law:

_____ The Zoning Administrator has determined that **this application is incomplete** and can neither be approved nor denied without the following information:

KEEP THIS PERMIT! A copy of the approved permit must be present on the job site during construction. After the permitted work is complete, this permit should be kept in your permanent records.