

**TOWN OF WILLISTON**  
*Master Signage Plan Procedures, Application and Checklist*

Procedures for Master Signage Plan application, review and action are summarized below. A complete description of Master Signage Plan Review may be found in Section 4.13.6 of the Town of Williston Zoning Ordinance, located on the web site of Town of Williston, Vermont, under Documents, Zoning Ordinance.

**APPLICATION:**

- a. Application for approval of a Master Signage Plan shall be made on a form provided by the Administrator, and shall be filed with the Administrator. The applicable fee is \$250 (\$240 application fee + \$10.00 filing/recording fee).
- b. The application shall be accompanied by eight (8) prints of all necessary site plan drawings and one (1) set of stamped envelopes with the Williston Planning office as the return addressee, addressed to all abutting property owners at least 14 days prior to application review. Any plan submitted shall include as a minimum the information on the Master Signage Plan check list. An application reference number will be assigned to a completed application and drawing. However, an "official application date" will not be assigned until a completed application and drawing are submitted.
- c. After certifying that the application and drawings are complete, the Administrator shall assign an "official date". This date shall be the date upon which the application and drawing submittal were deemed complete.

**REVIEW:**

After receipt of a completed Master Signage Plan application, the Administrator shall schedule the proposed signage plan for review on the agenda at the earliest possible meeting of the Development Review Board but not sooner than 14 days after the submittal of a new application.

**ACTION:**

- a. The Development Review Board shall act to approve or disapprove a Master Signage Plan within sixty (60) days of the official date of application. Failure to so act shall be deemed approval.
- b. When the Development Review Board approves a Master Signage Plan, that approval shall be noted with the date by signature of the Chair of the Development Review Board on the plans. The applicant will be sent a copy of the signed and approved plan. Other copies will be held on file in the Planning and Zoning Office and Listers' Office.
- c. When the Development Review Board disapproves a plan, one copy shall be returned to the applicant with the date of disapproval, the reason for disapproval and corrective action, if applicable.

Application No: \_\_\_\_\_

Tax Map No(s): \_\_\_\_\_

Tax Map No(s): \_\_\_\_\_

**TOWN OF WILLISTON DEVELOPMENT REVIEW BOARD**  
*Master Signage Plan Application*

Applicant: \_\_\_\_\_

Record Owner: \_\_\_\_\_

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

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

Phone No: \_\_\_\_\_ (Day)

Phone No: \_\_\_\_\_ (Day)

E-Mail: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signed:

By Landowner or agent \_\_\_\_\_ Date: \_\_\_\_\_

*(A letter of authorization must accompany submittal if signed by agent.)*

Professional Advisors: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address(es) of proposed site: \_\_\_\_\_

Zoning district \_\_\_\_\_

Total road frontage of buildings: \_\_\_\_\_ ft.

Computation of maximum total sign area: \_\_\_\_\_ sq. ft.

Number / Total Size of freestanding signs (one per public street entrance permitted): \_\_\_\_\_ / \_\_\_\_\_ sq. ft.

Number / Total Size of wall signs (determined by DRB): \_\_\_\_\_ / \_\_\_\_\_ sq. ft.

Number / Total Size of internal directory signs (not to exceed 12 square feet each): \_\_\_\_\_ / \_\_\_\_\_ sq. ft.

Method of illumination: \_\_\_\_\_

Will window signs be used? Yes / No

Eligibility: An application may be submitted for Master Signage approval if one or more of the following conditions are met:

- 1) The project is reviewed as a Planned Unit Development (PUD) or a Planned Residential Development (PRD);
- 2) The project contains multiple buildings utilizing shared access and / or parking;
- 3) The building contains multiple users with multiple public entrances facing more than one direction.

Existing Signs: If any new or amended Master Signage Plan is filed for a property on which existing signs are located, it shall include a schedule for bringing into conformance, within three years, all signs not conforming to the proposed amended plan or to the requirements of this ordinance in effect on the date of submission.

**TOWN OF WILLISTON**  
**Master Signage Plan Check List**

The following information, as a minimum, is required on a Master Signage Plan drawing. Applicants initial in the left hand column that they have provided the required information, or write "N.A." if not applicable. The Zoning Administrator will confirm under "Z.A."

App./Z.A.

\_\_\_ \_\_\_ Identifying information including name of record owner of land, north arrow, date and scale

\_\_\_ \_\_\_ Location map

\_\_\_ \_\_\_ Location of buildings, parking lots, driveways and landscaped areas

\_\_\_ \_\_\_ Lot dimensions

\_\_\_ \_\_\_ Computation of maximum total sign area, the maximum area for individual signs, the height of signs and number of free-standing signs allowed on the lots included in the plan under the ordinance

\_\_\_ \_\_\_ An accurate indication of the plot plan of the proposed location of each present and future sign of any type requiring a permit or not

\_\_\_ \_\_\_ Photographs of site and sign locations

\_\_\_ \_\_\_ Architectural drawings and design / construction specifications for all signage

\_\_\_ \_\_\_ Standards for consistency among all signs on the lots affected by the Plan with regard to:

- \_\_\_ \_\_\_ Color Scheme
- \_\_\_ \_\_\_ Lettering or graphic style
- \_\_\_ \_\_\_ Location of each sign on the buildings
- \_\_\_ \_\_\_ Material
- \_\_\_ \_\_\_ Sign proportions

\_\_\_ \_\_\_ Areas of windows to be covered by window signs as well as general type of window sign (materials, style, etc.)

\_\_\_ \_\_\_ Is subject property located within the overlay districts?:

Village Historic Preservation \_\_\_\_\_

