

Sign Permit Application ■ City of Montpelier

39 Main St., City Hall, Montpelier, VT 05602, (802) 223-9506

Departmental Use Only

Permit Number: _____
Zone: _____
Fees: _____

Property Address: _____

Applicant: _____ Address: _____ Phone: _____

Email: _____

Required Application Materials (please attach to application)

- Narrative - Description of materials, lighting, lettering.
- Elevation showing location of the proposed sign.
- Scale drawing of sign
- Side elevation showing how sign relates to the building.
- Color chips. (for signs in Design Control)

- Lighting detail (when lighting is proposed for the sign).
- Photographs
- Site Plan showing location of proposed sign (ground signs only).
- Certificate of Insurance (projecting signs only)

Sign Dimensions

Sign Description	Type* (W,G,P)	Height	Width	Thickness	Height off Ground	Lighting (Y\N)
#1						
#2						
#3						

* Sign Types: Wall, Ground, Projecting (Attach additional sign information to application.)

Construction Materials (please describe)

Backing: _____

Letters: _____

How will the sign be lighted? _____

Will the sign installation require any alterations to the building? Yes No If yes, please describe:

How will the sign be secured to the building? _____

Site Information

Lot Frontage: _____ or Building Frontage of Occupied Space: _____

Total area of existing signs at the site (excluding signs to be removed as part of this application)

Wall _____ ft² Ground _____ ft² Projecting _____ ft² Hanging _____ ft²

Sign Maker

Name: _____ Phone Number: _____

Address: _____ Email: _____

Signatures

Property Owner: _____
Print name

Signature

Address: _____

Phone: _____ Date: _____

Fax: _____ email: _____

Applicant: _____
Print name

Signature

Address: _____

Phone: _____ Date: _____

Fax: _____ email: _____

All permits must be completed within 2 years of issuance.