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## PERMIT LETTER

**Permit Date:** 03/07/2025

**Parcel Number:** 26042012

**Permit Number:** S25-000006

**Parcel Owner:** KAYE JOINT  
REVOCABLE TRUST RONALD  
H

**Permit Type:** New Sign

**Parcel Address:** 12 HOUGHTON ST St Albans City, VT 05478

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**Project Summary:** Permit- New wall signage - 12 Houghton Street

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**Decision:** Approved

**Conditions:**

- The application and submittals for the above referenced project have been reviewed and the
1. permit is **APPROVED. This approval applies only to the information listed on the drawings and specifications that have been submitted.**
  2. The Permit Placard shall be displayed on the subject premises and be clearly visible from a public way. Notice shall be displayed at the time of application and shall not be removed until after the appeals expiration date or until the project is completed, whichever is longer
  3. In addition to periodic inspections, a final inspection may be required.
  4. This project shall adhere to all Land Development Regulations.
    - a. Approved per specification sheets submitted
  5. This project shall adhere to all Board Conditions.

This permit does not satisfy the requirements of the state. You must contact the state permitting specialist to determine those requirements.

This permit expires after 3/12/26. If you have any questions or if I can be of further assistance, please contact me at 802-524-1500 ext \*262 or [s.bennett@stalbanstv.com](mailto:s.bennett@stalbanstv.com).

  
**Property Services**

March 07, 2025  
**Date**

RECEIVED

MAR 05 2025

CITY OF ST. ALBANS Zoning Office

Permit No. S25-000006



SAINT ALBANS Vermont

PERMIT APPLICATION for SIGNS

under the CITY OF SAINT ALBANS LAND DEVELOPMENT REGULATIONS

Applicant(s) NCSS Daytime Phone 802-393-6549
Landowner(s) Ron Kaye Daytime Phone 802-393-4249
Mailing Address 107 Fisher Pond Road St. Albans Parcel ID # 26042012
Parcel Address 12 Houghton Street Zoning District S-IND Design District DR-2
Email: carita.jettie@ncssinc.org

Please Note: A Sign Permit is also required for the Relocation of an Existing Sign

Table with 2 columns: Selection, Description. Row 1: X, New Sign. Row 2: [ ], Relocation of Existing Sign.

Table with 2 main columns: Type of Sign (descriptions and regulations on other side), Description of Sign. Rows include Banner, Building Marker, Canopy, Flag, Freestanding, Home Occupation, Incidental, Marquee.

Table titled 'The Following MUST Accompany this Application' with columns for Description and Fees. Includes items like Photograph of property, Scaled drawing, Clear indication, Color samples, Inventory of existing signs.

I certify the submitted information to be true and accurate.

Signature of Applicant: [Signature] Date: 3/5/2025
Signature of Landowner: [Signature] Date: [Blank]

APPEAL: You have the right to appeal this decision to the City of St. Albans Development Review Board (City of St. Albans Zoning Regulations Sect 905.1 A) within 15 days of the date of the decision. EXPIRATION: An approved permit shall expire within six (6) months from the date of such approval unless the sign is erected. The applicant may request a six (6) month administrative extension of the sign permit. (City of St. Albans Zoning Regulations Sect 517.2 (6))

FOR COMPLETION BY ADMINISTRATIVE OFFICER

- 1) Design Advisory Board Action: X N/A Favorable Unfavorable
2) Sign Permit: Approved: 3/7/25 Date Posted: 3/12/25 Effective until 3/12/26
Denied: Comments:

3/7/25 Date of Action Sara Bennett Administrative Officer

**Descriptions:** *(intended for description of sign only, does not constitute full regulations)*

**Banner** – Any sign of lightweight fabric or similar material that is permanently mounted to a pole or a building by a permanent frame at one or more edges.

**Building Marker** – Any sign indicating the name of a building and state and incidental information about its construction, which is cut into a masonry surface or made of bronze or other permanent material.

**Canopy** – Any sign that is part of or attached to, and does not extend beyond the limits of, an awning, canopy, or other fabric, plastic, or structural protective cover over a door, entrance, window, or outdoor service area.

**Flag** – Any fabric, banner, or bunting containing distinctive colors, patterns, or symbols, used as a symbol of a government, political subdivision or other entity.

**Freestanding** – Any sign supported by structures or supports that are placed on or anchored in, the ground and that are independent from any building or other structure.

**Home Occupation** – Any sign located on a property permitted as a residential use that contains no commercial message except advertising for goods or services legally offered on the premises where the sign is located. This includes permitted home industries

**Incidental** – A sign, generally informational, that as a purpose secondary to the use of the lot on which it is located, such as “no parking,” “entrance,” “loading only,” “telephone,” and other similar directives.

**Marquee** – Any sign attached to, in any manner, or made part of a marquee. (Marquee – Any permanent roof-like structure projecting beyond a building or extending along and projecting beyond the wall of the building, generally designed and constructed to provide protection from the weather.)

**Projecting** – Any sign affixed to a building or wall in such a manner that its leading edge extends more than six (6) inches beyond the surface of such building or wall.

**Sandwich Board** – Any sign not permanently attached to the ground or other permanent structure, a sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels; signs converted to A- or T-frames; menu and sandwich board signs; balloons used as signs; umbrellas used for advertising; and signs attached to or painted on vehicles parked and visible from the public right of way.

**Suspended** – A sign that is suspended from the underside of a horizontal plan surface and is supported by such surface.

**Temporary** – Any sign used only temporarily and not permanently mounted.

**Wall** – Any sign attached parallel to, but within fifteen (15) inches of, a wall, painted on the wall surface of, or erected and confined within the limits of an outside wall if any building or structure, which is supported by such wall or building, and which displays only one sign surface.

**Window** – Any sign, pictures, symbols, or combination thereof, designed to communicate information about an activity, business, commodity, event, sale, or service that is placed inside a window or upon the window panes or glass and is visible from the exterior of the window.

**Regulations:** *(other regulations may apply)*

- a. May be used only on a temporary basis.
- b. Shall not be internally illuminated or contain neon bulbs
- c. No commercial message of any kind allowed on sign if such message is legible from any location off the lot.
- d. Sign shall maintain a setback of five (5) feet from the public right-of-way

NORTHWESTERN  
COUNSELLING

& SUPPORT SERVICES

*we're here for you*

24.89 in

51.5 in

12 HOUGHTON STREET

51.5 in

7.5 in

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& SUPPORT SERVICES

*we're here for you*

24.89 in

51.5 in

12 HOUGHTON STREET

51.5 in

7.5 in





**PERMIT NO: S25-000006**

**City of St. Albans**  
**Certificate of Posting**

The municipality shall fulfill all posting requirements listed below, while the applicant shall be responsible for all of the following postings, as part of the permit application requirements:

**Posting of Notice of Permit** (24 V.S.A. § 4449 and Section 905 of the City of St. Albans Zoning Bylaws)

- The applicant shall post the notice of permit, on the form prescribed by the town, within view from the public right of way most nearly adjacent to the subject property, until time for appeal has passed.

**Date of Posting:** 3/12/25

**Location:** 12 HOUGHTON ST, St Albans City, VT 05478

**CERTIFICATION:**

I, the undersigned, attest that I have completed the posting and notice requirements listed above, and fully understand and assume all responsibility, as part of my permit / permit application requirements, to properly post and maintain this notice for the required time period. Failure to do so may void my permit.

Mance Bouch  
Applicants' Signature

3/12/25  
Date

# PUBLIC NOTICE

PER CITY OF ST. ALBANS LAND DEVELOPMENT REGULATIONS

**Address:** 12 Houghton St.

**Applicant:** NCSS

**Project Description:** New wall sign

**Permit / Approval**

**Type:** S 25-000006

**Date Issued:** 3/12/25

**Appeal by:** 3/27/25

**Public Hearing Notice**

**Date / Time:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**FOR MORE INFORMATION, CONTACT:**

PLANNING & PERMITTING ADMINISTRATOR, CITY OF ST. ALBANS, PO BOX 867,

100 NO. MAIN ST., ST. ALBANS, VT 05478, PHONE: 802-524-1500 X 262

EMAIL: [INFO@STALBANSVT.COM](mailto:INFO@STALBANSVT.COM)

WEB: [WWW.STALBANSVT.COM/PLANNING](http://WWW.STALBANSVT.COM/PLANNING)

**Applicant:** This notice shall be displayed on the subject premises and be clearly visible from the public way. Notice shall be displayed at the time of application and shall not be removed until after the appeals expiration date.

Sara Bennett  
ADMINISTRATIVE OFFICIAL

