

Permit No. \_\_\_\_\_



**PERMIT APPLICATION for SIGNS**  
**under the CITY OF SAINT ALBANS LAND DEVELOPMENT REGULATIONS**

**Applicant(s)** \_\_\_\_\_ **Daytime Phone** \_\_\_\_\_

**Landowner(s)** \_\_\_\_\_ **Daytime Phone** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_ **Parcel ID #** \_\_\_\_\_

**Parcel Address** \_\_\_\_\_ **Zoning District** \_\_\_\_\_ **Design District** \_\_\_\_\_

**Email:** \_\_\_\_\_

**A Separate Application is Needed for EACH Sign or for the Relocation of an Existing Sign**

<input type="checkbox"/>	New Sign
<input type="checkbox"/>	Relocation of Existing Sign

Type of Sign (descriptions and regulations on other side)		Description of Sign
Banner <sup>a</sup>	Projecting	Total Sign Area (all faces of sign): sq.ft.
Building Marker	Sandwich Board <sup>d</sup>	Height (ground to bottom of sign): ft.
Canopy <sup>b</sup>	Suspended	Sign Materials:
Flag	Temporary: Primary	Sign Colors:
Freestanding	Temporary: Accessory	Lighting (circle one): Yes No
Home Occupation	Wall	If Yes, Describe Lighting:
Incidental <sup>c</sup>	Window	
Marquee	Other _____	

**The Following MUST Accompany this Application**

**Fees**

Photograph of the property, all adjacent properties, including across the street	Permanent Sign: \$50.00*	
Scaled drawing of proposed sign	Temporary Sign: \$25.00*	
Clear indication of where the sign will be placed		
Color samples	City Clerk Recording Fee: \$15.00	
Inventory of existing signs (photos of all existing signs)	Records Management Fee: \$12.00	
<i>Fees for an approved application are non-refundable. *After the fact: \$100</i>	Total	
	Check # _____ or Cash	Date _____

**I certify the submitted information to be true and accurate.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Landowner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**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**

- Design Advisory Board Action: \_\_\_\_\_ N/A \_\_\_\_\_ Favorable \_\_\_\_\_ Unfavorable
- Sign Permit: Approved: \_\_\_\_\_ Date Posted: \_\_\_\_\_ Effective until \_\_\_\_\_  
Denied: \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_  
Date of Action

\_\_\_\_\_  
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 of 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