



southburlington
PLANNING & ZONING

Permit Number DR- _____ - _____
(office use only)

**APPLICATION FOR MASTER SIGNAGE PERMIT /
SIGN DESIGN REVIEW PERMIT**

All information requested on this application must be completed in full. Failure to provide the requested information either on this application form or on the plans will result in your application being rejected and a delay in the review before the Design Review Committee and Development Review Board.

Application for:

- Initial Master Signage Permit after June 3, 2002
- Amendment of Master Signage Permit
- Individual Sign, pursuant to Master Signage Permit #DR _____ - _____

1) **OWNER(S) OF RECORD** (Name(s) as shown on deed, mailing address, phone and fax#) _____

2) **LOCATION OF LAST RECORDED DEED(S)** (Book and page #) _____

3) **APPLICANT** (Name, mailing address, phone and fax #) _____

4) **APPLICANT'S LEGAL INTEREST IN THE PROPERTY** (fee simple, option, etc.) _____

5) **CONTACT PERSON** (Name, mailing address, phone and fax #) _____

5a) **CONTACT EMAIL ADDRESS** _____

6) **PROJECT STREET ADDRESS:** _____

7) **TAX PARCEL ID #** (can be obtained at Assessor's Office) _____

8) PROJECT DESCRIPTION

a) General project description (explain what you want approval for):

14) PLANS AND FEE

Plat plans shall be submitted which shows the information required by the City’s Sign Ordinance. Five (5) regular size copies, one reduced copy (11" x 17"), and one digital (PDF-format) copy of the plans must be submitted. The application fee shall be paid to the City at the time of submitting the application. See the City fee schedule for details.

I hereby certify that all the information requested as part of this application has been submitted and is accurate to the best of my knowledge.

SIGNATURE OF APPLICANT

SIGNATURE OF PROPERTY OWNER

Do not write below this line

DATE OF SUBMISSION: _____

I have reviewed this sketch plan application and find it to be:

Complete

Incomplete

Administrative Officer

Date

The applicant or permittee retains the obligation to identify, apply for, and obtain relevant state permits for this project. Call (802) 879-5676 to speak with the regional Permit Specialist.