

# SIGN APPLICATION-TOWN OF ESSEX

Date \_\_\_\_\_ APPLICATION FEE PERMIT # \_\_\_\_\_  
\$100.00  
(includes recording fee) Appeal Period Expires \_\_\_\_\_  
Zoning District \_\_\_\_\_

Landowner Name: \_\_\_\_\_

Address of Sign Location: \_\_\_\_\_ MAP \_\_\_\_\_ PARCEL \_\_\_\_\_ LOT \_\_\_\_\_

Business Name for Sign: \_\_\_\_\_

Type of Sign: *Free Standing* \_\_\_\_\_ (size) *Façade* \_\_\_\_\_ (size)

Height (from ground level to top of free-standing sign): \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

Phone Number – Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax \_\_\_\_\_

Applicant(s) Signature: \_\_\_\_\_

Landowner(s) Signature: \_\_\_\_\_

## **INSTRUCTIONS FOR FILING APPLICATION:**

All signage shall adhere to Section 3.10 of the Town of Essex Zoning Regulations. Please refer to the Town's website [www.essexvt.org](http://www.essexvt.org) and type in Zoning Regulations in the search engine, and navigate to Section 3.10 to review the requirements. A hard copy of this section will be provided upon request.

## **INSTRUCTIONS FOR FREE-STANDING SIGNS:**

- a) Scaled lot plan indicating sign location;
- b) Diagram if sign with information according to the attached sample diagram.

## **INSTRUCTIONS FOR FAÇADE SIGNS:**

- a) Plan of building façade and sign pursuant to the attached sample plan.

**Note: The Zoning Administrator may require additional information to make a proper evaluation on a case-by-case basis.**

On this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, your application was:  
\_\_\_\_\_ approved \_\_\_\_\_ denied.

TOWN OF ESSEX  
By: \_\_\_\_\_  
*Zoning Administrator*

**ANY INTERESTED PERSON MAY APPEAL THE DECISION OF THE ZONING ADMINISTRATOR TO THE ZONING BOARD OF ADJUSTMENT WITHIN 15 DAYS OF PERMIT ISSUANCE. COMMENCING CONSTRUCTION WITHIN THIS 15 DAY APPEAL PERIOD IS PROHIBITED BY LAW.**

