

TOWN OF HALIFAX, VERMONT
ZONING PERMIT APPLICATION FOR SIGNS

INSTRUCTIONS: Under the Halifax Zoning Regulations, a zoning permit is required to erect, enlarge, redesign, repaint, or alter a sign except for regular maintenance. Before completing this application, please read section 409 of the Halifax Zoning Regulations (page 16) for detailed information about signs which do/do not require a zoning permit, prohibited signs, and sign standards. Also, please refer to the definition of sign and sign area on page 41 of the zoning regulation for guidelines in calculating sign area.

Submit application and required attachments, including payment of \$25.00, to: Zoning Administrator, PO Box 127, West Halifax, VT 05358. Receipt of the application will be acknowledged by mail. Please note: Some questions may not apply to your project.

ALL ITEMS MUST BE COMPLETED & FEES PAID OR THIS APPLICATION WILL BE RETURNED
(If questions are not applicable to your project, please indicate so.)

1. Name of Applicant _____
 Daytime phone _____ Evening phone _____ Email _____
 Mailing Address _____
2. Name of Landowner _____
(if different than Applicant)
 Mailing Address _____
3. Physical address of property _____
 911 address _____
4. Zoning District: Conservation Village Rural Residential
5. Number of businesses at this location _____
6. Type of use or nature of business for which you are seeking a sign permit.
 Home industry, describe _____
 Non-residential/business _____
 Agricultural _____
7. Sign type and description
 Free-standing sign(s)
 Number _____ Dimensions _____ Total square feet _____
 Total height from ground to top of sign (may not exceed 10 feet) _____
 Distance from center line of road to sign _____
 Distance from property lines to sign: side _____ side _____ rear _____
 Type of lighting to be used _____

Provide a plot plan of the property drawn to scale, showing the location of the sign on the lot, distance to center line of the road and to sides/rear lot lines, and the location of all buildings. Also provide a drawing to scale of the sign and supporting structure, noting all dimensions.

Sign attached to building

Number _____ Dimensions _____ Total square feet _____

Total height from ground to top of sign (may not exceed 25 feet) _____

Type of lighting to be used _____

Provide a plot plan of the property drawn to scale, showing the location of the sign on the building. For projecting signs, be sure to show the projection of the sign and bracket from the building, and the distance to center line of the road and to sides/rear lot lines. For wall signs, show the sign relative to the building façade. In each instance, please provide a drawing to scale of the sign and supporting structure, noting all dimensions.

I/we hereby certify that all statements herein are true and correct to the best of my knowledge. In keeping with the Halifax Zoning Regulations, I/we grant permission to the Zoning Administrator to view the proposed work at any time before, during, and after completion. I/we understand that this permit allows work to begin 15 days after being approved by the Zoning Administrator.

Signature of Applicant: _____ Date _____

Signature of Landowner _____ Date _____

(required if different than Applicant)

(This section to be completed by Zoning Administrator)

DECISION

Application # _____ is hereby APPROVED DENIED

Date application filed _____ \$25 fee paid _____

Conditions of approval, if any: _____

Reasons for denial: _____

Signature of Administrative Officer _____ Date _____

**WORK MAY NOT BEGIN UNTIL 15 DAYS AFTER APPLICATION IS APPROVED
THIS APPLICATION WILL BE POSTED FOR 15 DAYS AT THE TOWN OFFICE, HALIFAX, VERMONT 05358**

ANY INTERESTED PERSON, AS DEFINED BY CHAPTER 117, TITLE 24, SECTION 4465, MAY APPEAL ANY DECISION OF THE ADMINISTRATIVE OFFICER TO THE ZONING BOARD OF ADJUSTMENT WITHIN 15 DAYS OF SUCH DECISION.

*Guidance for sign permit applicants, excerpted from Halifax Zoning Regulation
as adopted by the voters of the Town of Halifax, March 1, 2016.*

Definitions (pg. 41)

Sign: Any structure, device or representation used to advertise or attract attention to any object, person, institution, organization, business, product, service, event or location by any means.

Sign Area Includes the advertising surface and any framing, trim or molding, but not the supporting structure. For a sign painted on or applied to a building, the area shall be considered to include all lettering, wording and accompanying designs or symbols, together with any background of a different color than the finish material of the building. When a sign has two or more faces, the area of all faces shall be included in determining the area, except where two faces are placed back to back and are at no point more than two feet from each other. In this case, the sign area shall be taken as the area of either face, and if the faces are unequal, the larger shall determine the area.

Section 409 Signs (pp. 16-17)

Purpose It is the intent of this section of this Regulation to provide for the orderly signing of activities in the Town and to ensure visual compatibility with the scale and character of the surrounding area.

Applicability No sign shall be erected, enlarged, redesigned, repainted, or altered in any way (except for regular maintenance) without a sign permit issued by the Zoning Administrator, with the exception of those noted in Section 409.1 below. Permits shall be issued only for signs in conformance with this Regulation.

Applications shall be made on the sign permit application form, specifying legend, size, shape, colors, location, material, height, supporting structures, lighting and such other information as may be necessary to determine and provide for the enforcement of these regulations.

1. *Signs Not Requiring a Permit* The following signs do not require a sign permit when located on the immediate property, or when located off-premises as otherwise specifically stated; no sign shall be located such that they block sight lines at intersections or otherwise impede traffic safety:
 - a. Signs erected, maintained or administered by the Town, including official traffic control signs, or by the State of Vermont under Title 10 V.S.A., Chapter 21.
 - b. Unlighted residential directional signs bearing property numbers, post box numbers, names of occupants of premises or announcing a home occupation, each of which does not exceed 4 square feet in area and is located on the respective premises.
 - c. Temporary signs advertising real estate for sale on which the sign is located; required zoning permit approvals; and election signs not exceeding six (6) square feet in area; and temporary painting/construction signs, not exceeding sixteen (16) square feet in area, advertising work being performed on the property on which the sign is located. All such signs must be removed within two weeks after completion of the sale, election, or work.
 - d. Small signs without advertising displayed for the direction, instruction or convenience of the public, including signs which identify restrooms, posted areas or the like, with a total surface area not exceeding four (4) square feet, and provided such signs are on the premises of the activity served by the sign.
 - e. Signs erected by fairs or expositions or signs announcing a garage sale, yard sale or auction, or an event of a civic, political (ie elections) or philanthropic service, or religious organization. These signs may be located on-premise or, with the permission of the landowner, off premise. All such signs are to be removed within one week by the owner following the event.
 - f. Flags and insignia of any government.
 - g. Fuel pump signs bearing the name, type, and price of fuel advertised for sale on the premises.
 - h. Directional signs, with a total surface area not to exceed four (4) square feet providing directions to places of business within the Town of Halifax offering for sale agricultural products harvested or produced on the premises where the sale is taking place. These signs may be located on-premise or, with the permission of the landowner, off-premise.

2. *Signs Which Require a Permit* The following list represents the number and size of signs permitted for different land uses in Halifax. All signs identified below require a sign permit from the Zoning Administrator. These signs must be located on-premise and meet the minimum requirements outlined in Section 409.3 below.
 - a. One professional sign per dwelling, not to exceed four (4) square feet in total area.
 - a. Up to two signs identifying a non-residential use or business establishment not to exceed 12 square feet in total combined area. If there is more than one non-residential use or business located on a lot, then one free-standing combined sign is allowed, in addition to one wall sign for each business or use.
 - b. Agricultural signs identifying agricultural uses or products including, but not limited to, dairy or vegetable farms, tree farms, orchards, and maple syrup operations, not to exceed sixteen (16) square feet in total area.
3. *Sign Standards* The following standards shall apply to all signs identified in Section 4409.2 above. These standards represent the minimum required under this Regulation.
 - a. Signs shall not be located within the limits of a public highway right-of-way.
 - b. Signs located in the Village District shall be set back a minimum of two (2) feet from the edge of the public right-of-way and a minimum of ten (10) feet from all side and rear property lines.
 - c. Signs locate in the Rural Residential and Conservation Districts shall be set back a minimum of five (5) feet from the edge of a public right-of-way and a minimum of twenty-five (25) feet from all side and rear property lines.
 - d. Illuminated signs shall have only steady, shielded light sources directed from the top solely onto the sign (ie box lights) so that no direct light shines onto adjacent roadways or properties.
 - e. Signs shall not be illuminated between the hours of 10 pm and 7 am. Businesses operating during those hours may illuminate signs on their property related to their business only during the hours they are operating between 10 pm and 7 am.
 - f. No sign which is attached to a building may be more than twenty-five (25) feet above the ground nor extend above the eaves of that part and side of the building to which the sign is attached.
4. *Signs Not Permitted* The following signs shall not be permitted in any district.
 - a. Signs located within the limits of a public highway right-of-way; however, this limitation shall not apply to the signs referred to in Section 409.1.
 - b. Advertising billboards.
 - c. Roof signs.
 - d. Flashing, oscillating or revolving signs.
 - e. Freestanding signs in excess of ten (10) feet in height.
 - f. Signs, including their illumination, which impair public safety.
 - g. Portable signs (signs mounted on wheels, trailers or motor vehicles if those vehicles or wheeled signs are regularly located for fixed display).