



**APPLICATION FOR SIGN PERMIT (Section 3.13)**

**TOWN OF HARDWICK**

**PO Box 523, Hardwick, VT 05843**

**(802) 472-6120 Fax (802) 472-3793**

**Zoning.administrator@hardwickvt.org**

**FOR TOWN USE ONLY**

Application Number: \_\_\_\_\_ Tax Map Number \_\_\_\_\_  
Zoning District \_\_\_\_\_  
Date Application Received \_\_\_/\_\_\_/\_\_\_ Fee Paid \$\_\_35.00\_\_ Date Paid \_\_\_/\_\_\_/\_\_\_

Please provide all of the information requested in this application. Failure to provide all required information will delay the processing of this application. Submit the completed application and a check payable to the *Town of Hardwick* for \$35.00.

**Applicant(s):**

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone(s) Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Landowner(s) (if different from applicant(s)):**

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone(s) Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Physical Location of Property (911 address):**

\_\_\_\_\_

**Sign Type (please check all that apply):**

- Business Use - permanent
- Business Use - temporary
- Residential Use
- Agricultural Use
- Community Event - temporary
- Replacement/Other: \_\_\_\_\_

**Estimated Value of Project:** \$ \_\_\_\_\_

**Dimensions Required by Zoning Bylaws** *(to be completed by the Zoning Administrator)*

Zoning District and Class: \_\_\_\_\_

Maximum Sign Area: \_\_\_\_\_

*(Please note: In the Central Business District and the Village Neighborhood District no sign shall exceed more than 16 square feet per face. A conditional use permit is required to obtain a sign of up to 25 square feet per face. No sign, including mounted or freestanding supporting structures, shall exceed 16 feet in height. A conditional use permit is required for a sign up to 20 feet in height.)*

**Proposed Sign Dimensions (Including framing and supporting structure):**

Length (sign face) \_\_\_\_\_ Width (sign face) \_\_\_\_\_

Height (including supports) \_\_\_\_\_

**Sign Description (Required)** – Please use the space below to provide a detailed description and sketch of the proposed sign including lighting, mounting/location and dates of event if the sign is temporary. A sketch and/or design plan may also be attached. *(No sign shall be closer than 10 feet to the nearest part of any road, except within the Central Business District and no sign shall be placed at any road intersection in a manner to obstruct the line of site from such intersection).*

**Table 3.2**  
**Exempted & Prohibited Signs**

(A) **Exempt Signs.** No zoning permit shall be required for the following types of signs, which are exempt from these regulations:

- (1) Signs erected by the state or town on public roads.
- (2) Non-advertising signs placed for directional, safety or public service purposes which do not exceed 4 square feet in area.
- (3) Signs offering real estate for sale, not to exceed 4 square feet and placed in accordance with subsection (B)(8).
- (4) One residential sign per dwelling unit identifying the occupant, not to exceed 2 square feet in area; and residential flags or banners intended solely for ornamental or non-advertising purposes.
- (5) Signs relating to trespassing and hunting, each not to exceed 2 square feet in area.
- (6) Temporary auction, yard, or garage sale signs not to exceed 2 in number or 6 square feet in total area, which shall be removed immediately following the event or sale.
- (7) Temporary election signs to be posted and removed in accordance with state law.
- (8) Temporary signs or banners advertising public or community events, to be displayed in designated locations on town property with the prior permission of the Selectboard, which shall be removed immediately following the event.
- (9) Signs or bulletin boards incidental to places of worship, schools, libraries or public facilities, not to exceed one per establishment, 16 square feet in total area, or 6 feet in height above ground level.
- (10) Unlit signs associated with farm operations, not to exceed one per establishment or 16 square feet in area.
- (11) Unlit wall-mounted or freestanding signs advertising a home occupation, home industry or home child care facility, not to exceed one per residential dwelling or 4 square feet in area.
- (12) On-premise historic or landmark signs, not to exceed one in number or 6 square feet in area.
- (13) Wall murals intended solely for artistic, non-advertising purposes.
- (14) Up to one flag displaying messages such as "open" and/or "sale."
- (15) Window signs and wall graphics affixed directly to the face of a wall or window within the Central Business (CB) and Highway Mixed-use (HM) Districts.
- (16) One temporary construction sign, not to exceed 16 square feet in total area or 10 feet in height, providing such sign is promptly removed immediately following completion of construction.

(B) **Prohibited Signs.** The following signs are prohibited in all districts:

- (1) Signs which impair highway safety.
- (2) Signs which are flashing, oscillating, revolving or made of reflective material, unless necessary for public safety or welfare.
- (3) Permanent signs which project over public rights-of-way or property lines, except in instances in which a building abuts a public sidewalk.
- (4) Signs located on motor vehicles which are used primarily as a support or foundation.
- (5) Off-premises signs, except for those which conform to state laws.

**Permission to Enter Property & Applicant Certification Signatures**

Signing of this application authorizes Town Personnel to enter onto the premises for the purpose of verifying information presented.

The undersigned hereby certifies that the information submitted in this application regarding the above property is true, accurate and complete and that I (we) have full authority to request approval for the proposed use of the property and any proposed structures. I (we) understand that any permit will be issued in reliance of the above representations and will be automatically void if any are untrue or incorrect.

The undersigned understand that additional information, such as a survey of the property or expert testimony may be required for review and consideration of this application by the Zoning Administrator and, that, upon my written authorization, fees for such additional information shall be my responsibility.

The permit will expire and become null and void within 2 years from the date of issuance if the permitted development has not commenced.

**Construction may not be started until 15 days from the date of approval.**

Signature of Applicant(s) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Landowner(s) \_\_\_\_\_ Date \_\_\_\_\_

**Note: Failure to develop your property in accordance with your application and any conditions of this permit may result in an enforcement action and may affect your ability to sell or transfer clear title to your property.**

Appeal from a decision or act of the Zoning Administrator must be made in writing to the Development Review Board, c/o the Town Clerk's Office at the address shown above, with the appropriate fee, within 15 days of the decision or act. Failure to appeal this decision will mean that all interested persons are bound by this decision and will foreclose these persons from contesting this decision either directly or indirectly in the future. **This permit shall not take effect until the time for such appeal has passed.**

**Please note that this is only a local permit and state permits may be needed for your project. Please contact the Permit Specialist at the VT Agency of Natural Resources at 1-802-505-5367.**

<b>FOR ZONING ADMINISTRATOR USE ONLY</b>
{ } Approved { } Denied { } Referred to the Development Review Board
Date _____ Signature _____
Remarks and/or Conditions: _____
Date of Approval or Denial by Development Review Board: _____