

TOWN OF MANCHESTER, VT
APPLICATION FOR A SIGN PERMIT

(Please file a separate application for each sign)

Name of Business: _____

Street Address where sign will be located _____ Zone: _____

Applicant: _____ Phone: _____

Address: _____

FAX/EMAIL FAX _____ EMAIL _____

Landowner: _____ Phone: _____

Address: _____

**** Are your local real estate and/or personal property taxes current? _____

**** Do you own adjoining property? If so, please describe the property and any signs on it: _____

**** I certify that the 911 address is posted prominently on the building or site: _____

Description of Sign:

Type of Sign (CIRCLE ONE): Flush-mounted Free-Standing Projecting Soffit

Size: _____

Materials: _____

Lighting: _____

Setback from Sidewalk: _____

Setback from Road: _____

Height from ground to bottom of sign: _____

Height from ground to top of sign, posts, or cornice: _____

List all other signs existing on the lot: _____

This application must be accompanied by an accurate, scale drawing of the proposed sign, color chips or paint samples of the colors of the proposed sign, a photo or accurate, detailed sketch showing the proposed location (to scale) of the sign on the building or lot, and spec sheets or accurate, detailed information regarding any proposed lighting fixtures.

Signs which are in the Commercial, Transient Commercial, or Historic Districts require Design Review and subsequent Development Review Board approval before a permit can be issued.

Applicant's Signature _____ Date _____

Landowner's (or Authorized Agent's) Signature _____ Date _____

FOR USE BY THE ADMINISTRATIVE OFFICER

Application Number _____ Date Received _____ Fee Received \$ _____

Design Review Required: Yes No Hearing Date(s) _____

Design Review Board Recommendation: Approved _____ Denied _____
Development Review Board Decision: Approved _____ Denied _____

Parcel #: _____

Sign Permit: Approved _____ Denied _____ Reason _____

Administrative Officer's Signature: _____ Date _____

ZONING APPLICATION FEE SCHEDULE

CUSTOM GIS MAP \$15.00

RESIDENTIAL CONSTRUCTION: \$85/FLOOR
INCL BASEMENT, + \$ 20*

AMENDMENTS:
>TO DRB OR PC PERMITS \$170 (+ fee/sq. ft. if applicable)**
>TO ADMIN. PERMITS \$ 50 (+ fee/sq. ft. if applicable)**
>TO DESIGN REVIEW \$ 30/50 (+ fee/sq. ft. if applicable)**

APPEALS:
>of administrative opinions/decisions \$ 170*
>of notices of violation \$ 170*

CHANGE OF USE:
>MINOR-ADMINISTRATIVE \$ 50 (+ fee/sq. ft. if applicable)**
>MAJOR-BEFORE PC/DRB \$ 170 (+ fee/sq. ft. if applicable)**

COMMERCIAL/INDUSTRIAL CONSTRUCTION: \$170 + 0.30/SQ. FT.

SIGN PERMIT: Administrative \$ 27*
Design Review \$ 37*
Temporary (e.g. Real Estate) \$ 15

DESIGN REVIEW APPLICATION:
> COMMERCIAL/INDUSTRIAL \$ 70*
> RESIDENTIAL PAINTING/ROOF \$ 30*

EXTENSIONS TO PERMITS:
>COMMERCIAL/INDUSTRIAL (PC/DRB) \$ 120*
>ADMINISTRATIVE \$ 10.00 rec. fee/per page*

RESIDENTIAL ADDITION/ACCESSORY STRUCTURE:
>\$ 54 UP TO 500 SQ. FT.; IF LARGER, THEN SAME AS NEW CONSTRUCTION*

CONDITIONAL USE:
>COMMERCIAL/INDUSTRIAL \$170**
>RESIDENTIAL \$170**

CUSTOMARY HOME OCCUPATION: \$ 50*

SUBDIVISIONS: 1-4 LOTS (PER §8.22) \$150/LOT + \$ 10*
5 OR MORE LOTS (PER §8.22) \$300/LOT + \$ 10*
BOUNDARY LINE ADJUSTMENT \$110 + \$ 10*

WRITTEN ADMINISTRATIVE OPINIONS: \$ 50+ \$10.00 rec. fee/per page*

VARIANCES: RESIDENTIAL \$170**
COMMERCIAL/INDUSTRIAL \$170**

* Include square footage of all floors (e.g., footprint plus second floor). If there is an amendment to square footage (floor area) in addition to that previously approved, the additional fee must be paid.
NOTE: Double the normal fee shall be charged if construction or land development has commenced prior to issuance of a permit.
NOTE: Legal or professional fees incurred as a result of development review shall be billed to the applicant; a policy will be created to clarify this matter.
* Fees now include recording fees effective 6/17/09. All permits, certificates of occupancy, notices of violation, and other items described in state statute must now be recorded in the land records at a cost of \$10 per page. WHENEVER ANY ADDITIONAL DOCUMENTS ARE REQUIRED TO BE RECORDED (such as temporary or multiple C.O.s, etc.), THEN THE ADDITIONAL RECORDING FEES SHALL BE PAID BEFORE SUCH DOCUMENTS ARE ISSUED BY THE TOWN.

CERTIFICATE OF OCCUPANCY NOTICE

Pursuant to Section 9.12 of the Manchester Zoning Ordinance, "No building, hereafter erected, shall be occupied or used, in whole or in part, for any purposes whatever, until a Certificate of Occupancy shall have been issued by the Administrative Officer, certifying that such building conforms to the approved plans and specifications and the requirements of these bylaws." It is hereafter the responsibility of the applicant to ensure that the Administrative Officer is properly notified as to when a site inspection should occur.

SITE DEVELOPMENT PLAN REQUIREMENTS CHECKLIST

**FOR COMMERCIAL, INDUSTRIAL, CHANGE OF USE, MULTI-FAMILY – WHICH ARE NOT MAJOR DEVELOPMENTS
(FOR MAJOR DEVELOPMENTS, PLEASE REQUEST A "MAJOR DEVELOPMENT REVIEW CHECKLIST")**

- A. Scale:
- i All commercial site plans shall be at a scale of 1" = 20', with contours shown at 2 foot intervals; otherwise,
 - ii For parcels of less than 2 acres.....1" = 20',
with contours shown at 2-foot intervals
 - iii For parcels of two to ten acres.....1" = 50'*
 - iv For parcels of more than ten acres.....1" = 100'*
 - * In addition, where less than two acres of a larger parcel is under active consideration, an additional site plan shall be submitted showing only the area of proposed development at a scale of 1" = 20', with contours shown at 2-foot intervals.
- B. The Site Development Plan shall show:
- i Boundaries, dimensions, and total area of the lot;
 - ii Existing and proposed buildings on the lot and on adjacent lots within a distance of 50 feet from the subject lot;
 - iii Existing and proposed streets and driveways adjacent to and within a distance of 50 feet from the subject lot;
 - iv Proposed pedestrian and vehicular circulation, including parking areas, service areas, loading zones, and points of access to public rights of way;
 - v Existing and proposed landscaping, trees, shrubs, hedges, greenspace, benches and other pedestrian amenities, open space, open space linkages, park and playground facilities, and bodies of water;
 - vi Existing and proposed easements, rights-of-way, and other encumbrances upon the land;
 - vii Tables or charts describing relevant site statistics, including but not limited to total project acreage, undevelopable land calculations, total greenspace, required and proposed parking, % of building coverage, maximum building heights, gross square footage and active floor area, landscaping details, and lighting details;
 - viii Existing and proposed exterior lighting;
 - ix Existing and proposed grading, at a scale which is appropriate for the site and sufficiently clear to demonstrate the nature of the proposal and its potential impacts;
 - x Location of dumpsters or other exterior recycling/waste disposal facilities;
 - xi Potential or proposed locations(s) of itinerant vendors;
 - xii Stormwater drainage/discharge plans;
 - xiii The proposed treatment of the perimeter of the lot, including buffers, and, where appropriate, integration with adjacent lots; and
 - xiv Any other information as may be required to adequately assess the proposed project.