## AAC/VDC* Sign Application check list

**All applications submitted via Online Permitting System**

<table>
<thead>
<tr>
<th>Architectural Advisory Committee**</th>
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<tbody>
<tr>
<td>Application copies</td>
<td>Documents required</td>
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</table>
| 2 | 1. Letter of Authorization from Owner of Property.  
2. A brief narrative about the sign proposal describing sign, size and location.  
3. Colored sign pictures  
4. Sign specs/Size/Dimension including total Square feet  
5. Rendering of signs showing actual pictures on the building/Wall/freestanding  
6. Site plan/Survey of where sign is located.  
7. Picture of the building showing location of sign.  
8. Bring sample of colored Awning Fabric. | No fees | After the approval from AAC/VDC the next step is applying for the building permit via View Permit |

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2. A brief narrative about the sign proposal describing sign, size and location.  
3. Colored sign pictures  
4. Sign specs/Size/Dimension including total Square feet  
5. Rendering of signs showing actual pictures on the building/Wall/freestanding  
6. Site plan/Survey of where sign is located.  
7. Picture of the building showing location of sign. | $170.00 | After the approval from AAC/VDC and PZC the next step is applying for the building permit via View Permit |

*Please contact the office for the meeting schedule or check the Town’s website for schedule.

**The Application must reach the office by 2:00PM on Friday before the scheduled Tuesday meeting.