

SIGN PERMIT APPLICATION



A PERMIT IS REQUIRED FOR ALL SIGNS:

A sign permit is **required to erect, alter, relocate, or replace** any sign in the City of Petersburg, except for certain exempt signs. For sign **reface**, apply for a zoning permit instead.

A separate permit application is required for **each** sign.

A sign permit must be obtained **BEFORE** any sign is erected, altered, relocated, or replaced.

Violation of the sign regulations is a Class IV **Misdemeanor**

In addition, failure to obtain a sign permit or other violations of sign regulations may result in civil injunctive action allowing **removal of illegal signs** at the sign owner's expense. Violations may also result in the assessment of civil fines. The sign regulations are contained in Appendix A of the Code of Petersburg, Article 21, as amended, the zoning ordinance.

SIGN PERMIT APPLICATIONS MUST BE SUBMITTED TO:

Department of Planning and Community Development
City Hall, Room 304
135 N. Union Street
Petersburg, Virginia 23803
Telephone: (804) 733-2308

Fees:	Permanent Sign	\$150.00
	Temporary Sign	\$75.00
	Sandwich Board/A-Frame	\$ 0.00

Information:

Business Name: _____

Street Address: _____

Parcel I.D. Number: _____

Historic District: _____

NOTE: If the proposed Sign is located within a historic district, a Certificate of Appropriateness (COA) approved by the Architectural Review Board and issued by the Preservation Planner is required prior to a Sign Permit Approval. COA Applications may be obtained on the City's Website or in the Planning Department, City Hall, Rm. 304, Third Floor, Petersburg, Virginia.

Owner of the Property:

Full Name: _____

Mailing Address: _____

Phone Number: _____

Signature: _____

Sign Contractor:

Full Name: _____

Mailing Address: _____

Phone Number: _____

Applicant:

Full Name: _____

Mailing Address: _____

Phone Number: _____

Date of Application: _____

Office Use Only

Fee Paid:

Money Order _____ Check _____

Number: _____

Building Permit Required: Yes _____ No _____

Type of Sign Proposed (One and Only One Category Must be Selected):

Free-Standing Sign [not attached to a building; limited to 100 square feet in sign area per parcel in "B-2", General Commercial District, and twenty-five feet in height in all zoning districts]

Pole Sign

Monument Sign

Pylon Sign

Projecting Sign (Extending Perpendicular From A Wall On Brackets Or Supports)

Wall Sign (Mounted Flat On A Wall, Projecting No More Than Twelve Inches, Or Painted On A Wall)

Marquee Sign (A Changeable Message Sign Incorporated Into An Entrance Portico)

Canopy Or Awning Sign (A Sign Integrated Into A Canopy Or Awning)

Door Or Window Sign (Placed Or Painted On A Window Or Door)

Sandwich Board/A-Frame (Portable Sign Located Within Or Adjacent To The Pedestrian Right-Of-Way At Ground Level)

Other (Describe In Detail Below):

Dimensions

Height of Sign Face:

Width of Sign Face:

Sign Face Area:

Depth of Sign:

Area of Sign Supports:

Total Area (Inc. Area of Supports):

Overall Sign Height (If Free-Standing Sign):

What is the Clearance of the Sign?

What is the Aggregate Total Area of the Sign? (Attach Pictures of All Existing Signs)

Where will this sign be located? (Include Site Sketch)

Attach a drawing with height of lettering and symbols

Insurance

Will the Sign be Located in or Projected Over any City Sidewalk, Alley, Street, or Right-of-Way?

Yes No

If Yes, Complete the following questions regarding insurance:

Provider:

Policy Number:

Certificate or Policy Expiration Date:

Amount of Coverage Provided:

Certificate of Insurance provided naming the City as an additional insured?

Yes No

Materials

Sign Face Material:

Sign Support Material:

How much will the Sign Weigh?

Will the Sign be Illuminated? If yes, please state method below:

Note: If a projecting, marquee, or free-standing, or sandwich board sign is located in or projects into or over any public rights-of-way, you are required to (1) obtain permission from the City Manager for such installation, and (2) such sign shall not be installed unless the City of Petersburg is indemnified against claims. See Article 21, Section 8 of the Zoning Ordinance for more information. Attach a copy of a Certificate of Insurance naming the City of Petersburg as an additional insured.