

City of Petersburg, Virginia

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.
• 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:

The Department of Planning and Community Development
City Hall, Room 304
135 N. Union Street
Petersburg, Virginia 23803
(Telephone: (804) 733-2308 or Fax (804) 863-2772

All requested information below must be provided on the Application with the required fee. Incomplete Applications will not be approved:

- 1. A SIGN PERMIT APPLICATION FEE MUST BE SUBMITTED WITH THE APPLICATION
(Form of Payment: Check (Made Payable to City of Petersburg), Money Order, or Cash)

Table with 3 columns: Fees, Permanent Sign, Temporary Sign and corresponding amounts \$150.00 and \$75.00.

Office Use Only:

Fee Paid [ ] Payment by: Cash [ ] Check [ ] (Number) Other [ ]

2. Date of Application: \_\_\_\_\_
Month/Day/Year

3. Location of the proposed sign: \_\_\_\_\_

4. Business name for the proposed sign location: \_\_\_\_\_

5. Tax Parcel I.D. # \_\_\_\_\_
6. Street Address \_\_\_\_\_  
(Not Post-Office Box) \_\_\_\_\_
7. Historic District Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, Which 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.*

8. Owner of the Property:  
Full Name, Title \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone Number w/ Area Code \_\_\_\_\_

9. Signature of Property Owner, Lessee, or Authorized Agent (Required):  
\_\_\_\_\_

10. Owner of the Sign:  
Full Name, Title \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone Number w/ Area Code \_\_\_\_\_

7. Name of Sign Erector:  
Full Name, Title \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone Number w/ Area Code \_\_\_\_\_

8. Name of Applicant:  
Full Name, Title \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone Number w/ Area Code \_\_\_\_\_

9. Signature of Applicant:  
\_\_\_\_\_

9. 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**
- OTHER (DESCRIBE IN DETAIL BELOW):**
- 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)

10. Does the Proposed Sign include a changeable Message?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, state the area of the changeable message board, the height and width of the lettering, and state whether the messages are protected by a tamper-proof covering.

11. Is the sign to be illuminated?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, state the method of illumination below.

Note: Illuminated signs may require an electrical permit.

Office Use Only: Building Permit Required: _____ Yes _____ No
Permit Issued: _____ {Bureau of Code Compliance}

Note: If a projecting, marquee, or free-standing sign 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 your letter from the City Manager for such signs. Attach a copy of a Certificate of Insurance naming the City of Petersburg as an additional insured.

12. Does the Proposed Sign Project Over any City Sidewalk, Alley, Street, or Right-Of-Way?  
\_\_\_\_\_ Yes \_\_\_\_\_ No  
If YES, complete 13 and 14 below If NO, go to question 15 below

13. Name of Insurance Company: \_\_\_\_\_  
Policy Number: \_\_\_\_\_  
Certificate or Policy Expiration Date: \_\_\_\_\_  
Amount of Coverage Provided: \_\_\_\_\_

14. Certificate of Insurance provided naming the City as an additional insured?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

15. What are the dimension of this sign?  
(The surface area of a sign shall be computed as including the entire area within a circle, semicircle, triangle, rectangle, parallelogram, or trapezoid enclosing all elements of the matter displayed, excluding frames and columns or uprights on which the sign is displayed. Only one side of a double-faced sign, whose sign faces are parallel and are at no point two (2) feet from one another, shall be included in the computation of total sign area; for all other signs with more than one (1) face, each side shall be included in the computation of total sign area)

Height of Sign Face: \_\_\_\_\_  
Width of Sign Face: \_\_\_\_\_  
Sign Face Area: \_\_\_\_\_  
Depth of Sign: \_\_\_\_\_  
Area of Sign Supports: \_\_\_\_\_  
Total Area (Including Area of Supports): \_\_\_\_\_  
Overall Sign Height (If A Free-Standing Sign): \_\_\_\_\_

16. What Materials Will the Sign be Made From?  
Sign Face Materials: \_\_\_\_\_  
Sign Support Materials: \_\_\_\_\_

17. How much will the Sign Weigh? \_\_\_\_\_  
If a pole sign, provide the weights for support and sign face separately. If a wall sign, provide the total weight. If a projecting sign, provide the total weight of the sign face and supports.

18. What is the Clearance for the Sign? \_\_\_\_\_  
This information is required for projecting signs, awning signs, marquee signs, and free-standing signs, and refers to the minimum space between grade level and the lowest part of any projecting portion of the sign.

19. What message will be shown on the sign?

\_\_\_\_\_  
Note: You must provide a drawing of the sign face, indicating the height in inches of all lettering and symbols, and showing all logos and symbols proposed.

20. What is the aggregate (total) area of existing signs on this parcel? \_\_\_\_\_  
List All, existing signs, and provide their individual sign area and dimensions {height x width}, and depict the message contained on each sign. Photographs may be used to show existing signs. Dimensions may be drawn on photographs. Attach additional sheets as necessary. If there are no signs in addition to those applied for, so state.
21. Where will this sign be located? \_\_\_\_\_  
You must provide a site sketch, drawn to approximate scale, including the sign's height above grade level, its relation to property lines, rights-of-way, setbacks, streets, sidewalks, structures, and existing signs on the property. Attach additional sheets as required.

These requirements are contained in Article 21, Section 3.1 of Appendix A of the Code of Petersburg.