



Sign Application and Permit

Please return to: City of Charlottesville
Department of Neighborhood Development Services
P.O. Box 911, City Hall
Charlottesville, VA 22902
Telephone (434) 970-3182 Fax (434) 970-3359

For directional signs on the Downtown Mall, please include \$125 permit fee per sign. For all other signs, please include \$75 permit fee per sign. For an Optional Comprehensive Sign Package, please include a single fee of \$250.

Project Name/Description _____ Parcel Number _____
Address/Location _____
Owner Name _____ Applicant Name _____

A. Property Owner Information

Address _____

Phone Number _____
Email _____

B. Property Owner Permission

I, the undersigned, owner of the property on which this sign is to be erected, have read this application and hereby give my consent for this sign to be erected on my property/building.

Signed _____

C. Applicant's Information

I, the undersigned, agree to abide by all conditions of the City Sign Ordinance and Building Code in the erection of this sign, and understand that my permit can be revoked at any time for just cause.

Signed _____
Print Name _____
Company Name _____
Address _____
Phone Number _____
Email _____

D. Sign Description

Type: *Freestanding _____ Projecting from wall _____
Flat against wall _____ *Monument _____ Other _____

Size: Width _____ * Height _____ * Number of
Faces _____ = _____ Total Sq. Ft.

Max height: _____ Min clearance: _____
Lighted? _____ (Y/N) Internal _____ External _____

Make a sketch of your sign on the back of this form, showing what the sign will look like. Include colors, wording, materials, dimensions, and clearances.

E. Sign Location Information

Street Address _____

Is this sign replacing a previous sign, either for your business or a previous business? _____ (Y/N)

If yes, list on the back of this form the signs being replaced and the size of each.

Where on the property is the sign to be located? _____

Are there other signs on the property? _____ (Y/N)

If yes, list these other signs and their sizes on the back of this form, even if they are not for your business.

**New signs with concrete footings/foundations are required to get a building permit before any concrete placement. Contact NDS at 434-970-3182*

For Office Use Only Sign Permit No. _____

Tax Map _____ Parcel _____ Zoning _____

BZA Case No _____ Date _____

BAR No _____ Date _____

Conditions of Approval: _____

Amt Paid: _____ Cash/Check # _____ Date paid: _____ Received by: _____

Approvals:

Zoning Administrator _____

Preservation & Design Planner (EC or ADC

districts only) _____

Date: _____