



CITY OF POQUOSON
Department of Community Development

SIGN PERMIT APPLICATION

For permanent signs on private property ONLY

Fee: \$25.00

Date Paid: _____

Treasurer Office: _____
(Please initial or stamp)

APPLICANT(S)

Name: _____

Business Name: _____

Business Address: _____

Telephone Number: _____

Signature: _____

PROPERTY OWNER(S)

Name: _____

Address: _____

Telephone Number: _____

Signature: _____

LOCATION OF SUBJECT PROPERTY

Tax Map Number: _____

Address: _____

Zoning: _____

How many developed parcels will the sign serve? _____

How many businesses will the sign serve? _____

Estimated cost: _____



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Fill out only those sections below pertinent to the type of sign for which you are requesting a permit:

1. WALL SIGN - Sign painted or directly attached to the wall of a building

Height _____
Width _____
Depth _____
Square Feet _____

NOTE: Wall signs must be affixed to a permanent wall and project no more than 18 inches.

Will the sign have lighting? _____ If so, please describe: _____

What is the total length of the front of the subject building? _____

2. FREESTANDING SIGN – Sign permanently affixed to the ground via post/base

Overall Height _____ (measured from ground level)
Height of Sign Face _____
Width _____
Square Footage of Sign Face _____

Will the sign have lighting? _____ If so, please describe: _____

What is the total length of the front of the subject building? _____

Indicate how the sign will be supported (i.e. - pole, brick base, etc...)



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3. DIRECTORY SIGN – Directional signs, or tenant names within a shopping center sign

Overall Height _____ (measured from ground level)
Height of Sign Face _____
Width _____
Square Footage of Sign Face _____

Will the sign be affixed to a wall or will it be freestanding? _____

If the sign is freestanding, please indicate how it will be supported.

Please provide with your application plans or sketches of your proposed sign(s) showing dimensions and overall height, width and depth, including supports for freestanding signs. Height for freestanding signs must be measured from ground level.

If constructing freestanding signs, please include a surveyed plat of the property with your application indicating the location of the sign, distance from any street rights-of-way and property lines.

All signs must meet City Building and Electrical Code requirements.

I hereby certify that all information given on this application is correct to the best of my knowledge.

Signature: _____ Date: _____

A non-refundable filing and administration fee of **\$25.00** is due with your application. Upon approval of this application, a fee (see below) will be due at the time the permit is issued.

1. Base fee, each permit . . . 56.00
2. For erection and/or relocation of signs, fee is determined by base fee plus area fee:

<i>Square feet</i>	<i>Fee</i>
0--49 . . .	\$10.00
50--99 . . .	15.00
100--299 . . .	21.00
300 and over . . .	28.00
3. For the replacing of and alteration of existing sign faces, the fees shall be the base fee of \$56.00 for each sign.



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APPLICANT(S)

Name: _____

Name of Business: _____

Signature: _____

Permit Fee: _____ Date Picked Up: _____ Issued By: _____

PLANS REVIEWED

Signature: _____ Date: _____
(Building Department)

Signature: _____ Date: _____
(Planning Department)

Architectural Review Board Approval Required (circle one) Yes No

Next Meeting Date _____ Approval Date: _____

Restrictions: _____

Inspection Due (circle one) Yes No Date of Inspection: _____

For Office Use Only

Approved

Denied

Zoning Administrator or Designee