



Town of Abingdon

Application for SIGN PERMIT

PERMANENT: _____ TEMPORARY: _____

Application is hereby made for a Sign Permit under Article 21 of the Zoning Ordinance of the Town of Abingdon, other local ordinances and the Code of Virginia, 1950 (as amended). **Application must include a full color design of the proposed sign.**

Name of Owner: _____

Name of Business (if applicable): _____

Address: _____ Telephone: _____

Owner Represented by: (representatives should have authority to commit applicant to changes that may be suggested by the Planning Commission):

Name of Representative: _____

Representative is: Lessor Renter Other (Please specify) _____

Address of Representative: _____

Location (if different): _____

Tax Map Number: _____

Description of proposal (attach separate sheet if necessary):

Please include the following where applicable:

- Map showing location of property.
- Site Plan where applicable as required under section 18-1 of the Zoning Ordinance.
- Plans, sketches, drawings, elevations or designs as required under Article 21 of the Zoning Ordinance.
- Photographs or slides showing property in question; street views.

Specify all materials (i.e. metal, wood, acrylic, etc.) and colors used:

Overall Size: _____ x _____ Background Color: _____ Letter Color: _____

Border Color: _____ Description of sign mounting type and location of sign and mounting: _____

Wording on sign: _____

Other details: _____

HISTORIC DISTRICT SIGNS: (Generally limited to 1 per establishment, area of not more than 4 sq. ft.)

COLOR SIGN DESIGN MUST BE ATTACHED.

I, the undersigned, hereby certify that I have been advised of applicable regulations governing the placement of signage in the Town of Abingdon and that my conduct will be bound by all of the applicable regulations governing said signage.

Name of Contractor: _____

Signature of Owner: _____ Date: _____

Signature of Representative: _____ Date: _____

Note: Anyone wishing to erect a sign requiring an electrical connection must first obtain a sign permit from the Zoning Administrator and then obtain a building permit, including the assent of the Building Inspector, before construction of the sign may commence.

Note: In accordance with sections 21-19-1(f) and 21-19-2 of the Town of Abingdon Zoning Ordinance, this Sign Permit is valid for a period of six months. A fee of one dollar (\$1.00) per square foot of sign area is to be made payable to the Town Treasurer.

Sign Permit Fee: _____

TO BE COMPLETED BY STAFF ONLY:

Received by: _____ **Date:** _____

Action Taken:

- APPROVED AS PRESENTED.
- MODIFIED AND APPROVED (SEE BELOW FOR MODIFICATIONS).
- DISAPPROVED (SEE BELOW FOR EXPLANATION)

Modifications / Reasons for Disapproval:

Signature: _____ **Date:** _____

Director of Planning, Town of Abingdon

THIS CERTIFICATE EXPIRES SIX MONTHS AFTER THE DATE OF ISSUE.