



**Town of Abingdon, Virginia
Community Development Department** **Sign Permit Application**

All applications for permits, along with all additional required information, must be provided to the Community Development Department prior to the processing of this application. All information submitted will be reviewed prior to the issuance of a permit. Should information be missing or additional information be required, the review process may be delayed. The proposed signage shall conform to all applicable requirements of the Virginia Uniform Statewide Building Code, Article 21 of the Zoning Ordinance of the Town of Abingdon and all other applicable laws and ordinances.

Applicant Information:

Name of Owner: _____
Name of Business (if applicable): _____
Address: _____ Telephone: _____
Representative: _____
Representative is: Tenant Agent Design Professional Other (please specify): _____
Representative's Primary Contact: _____ Email: _____
Representative's Address: _____

Sign Information:

Location: _____ Zoning District: _____
Tax Map Number: _____ Total Cost of Project (Including Labor and Materials): \$ _____
Description of proposal (attach separate sheet if necessary): _____

Checklist:

- Location of proposed signage on property.
- Building Elevation (Façade Dimensions) Front: _____ ft. Side: _____ ft. Rear: _____ ft.
- Existing signage on property (Y/N) _____. If yes, attach photographs and dimensions of all existing signs.
- Renderings and/or plans showing detailed descriptions and exact measurements.
- Type of sign: Projecting Wall Mounted Freestanding Monument Awning
- Height: _____ ft. The setback is (1/2) the height of the sign from any right-of-way.
- Illumination (Y/N): _____ Existing Electrical (Y/N) _____
New electrical will need to be inspected by the Building Department; electrical permit may be required.

Checklist (continued):

- Overall Size: _____
- Specify all materials (i.e. metal, wood, acrylic, etc.) and colors used: _____
- Background Color: _____ Letter Color: _____ Border Color: _____
- Wording on sign: _____

Historic District Signs: A Certificate of Appropriateness is required from the Historic Preservation Review Board.

Certification:

I hereby certify that I am an authorized agent of the owner of the property where this sign is proposed, that this application is being made with the owner's full knowledge and consent, and that all signs installed under the terms of this permit shall conform to Article 21 of the Zoning Ordinance of the Town of Abingdon. I also understand that all contractors and subcontractors are required to have the proper trade certifications when required, a current business license for the Town of Abingdon and current state licensing when required by the Virginia Department of Professional and Occupational Regulations (DPOR).

Signature of Representative: _____ Date: _____

Note: A fee of one dollar (\$1.00) per square foot of sign area is to be made payable to the Town of Abingdon.

Sign Permit Fee: _____

To Be Completed By Staff Only:

Action Taken:

- Approved as presented.
- Disapproved (see below for explanation).
- Modified and approved (see below for modifications).

Modifications / Reasons for Disapproval: _____

Signature: _____ Date: _____

Town of Abingdon

If you have any questions, please call the Community Development Department at 276-628-3167

This certificate expires six months after the date of issue.