



COUNTY OF ALBEMARLE
Department of Community Development
401 McIntire Road, North Wing
Charlottesville, Virginia 22902-4596

Phone (434) 296-5832

Fax (434) 972-4126

SIGN PERMIT APPLICATION INFORMATION

Dear Sign Permit Applicant:

Thank you for your interest in a Sign Permit with the Albemarle County Department of Community Development. The information in this packet has been assembled to assist you in the sign application and installation process. Enclosed you will find:

FOR PERMANENT SIGNS

- Sign Permit Application and Checklist
- Entrance Corridors Map
- Developments w/ Comprehensive Sign Criteria
- Sign Diagrams

FOR TEMPORARY SIGNS

- Temporary Sign Permit Information
- Application for Temporary Sign Permit

Please review the enclosed information and, for permanent signs, complete the attached *Sign Permit Application and Checklist*. The completed Application and Checklist may be mailed to the address in the letterhead or it may be delivered to the Community Development office at 401 McIntire Road, 1st Floor, North Wing. (For temporary signs, see the Temporary Sign Permit Info sheet.)

Completed applications are processed and reviewed as quickly as possible. An Intake Specialist will be assigned to your application for review and processing and may contact you to discuss the application. A typical application requires 7 to 10 business days to review, plus additional time for review of applications for signs in the County's Entrance Corridors. Approval times vary depending on staff workload and the complexity and completeness of your application.

Your application will be considered ready for review when:

- The application has been completed and all the required submittal materials have been provided.
- All applicable State and County Contractor License Information has been provided.
- All permit fees and other related fees have been paid.

Please note that if you do not provide all required documentation for this application within six (6) months of your initial application date, your application will become VOID. Should you wish to continue with your project at a later date, you will be required to initiate a new application, complete with new documentation and fees.

Please note the special requirements outlined in the Application and Checklist for signs located in the County's Entrance Corridors. Entrance Corridors are identified on the *Entrance Corridors Map*. In the Entrance Corridors, signs intended for buildings that house multiple businesses must follow the Comprehensive Sign Criteria that have been established for those properties. Properties for which Comprehensive Sign Criteria have been established are identified in the list entitled *Developments with Comprehensive Sign Criteria*. The sign criteria for each property can be found on-line at the Community Development Forms Center. Signs meeting all the criteria established for their respective property may be reviewed/approved by staff without review by the ARB.

Once your application has been reviewed and approved, you will be issued a Certificate of Appropriateness and a Building Permit. Your Building Permit must be on site throughout the building process and available for public inspection. Once displayed, you are ready to begin work. To keep your Building Permit active throughout the building process, **YOU MUST COMMENCE WORK WITHIN SIX MONTHS OF THE ISSUANCE DATE AND YOU MUST REQUEST AT LEAST ONE (1) INSPECTION WITHIN A SIX-MONTH TIME PERIOD** until the project is complete. If you are not ready for a specific inspection type, you may keep your permit active by providing other evidence that work is being performed. **AN APPROVED FINAL INSPECTION** will serve as your final County approval.

We hope that you find this information packet useful when applying for a sign permit. Questions, comments and suggestions may be submitted in writing or by calling our department at 434-296-5832. You may track the status of your Sign Permit and schedule required inspections via the web at <http://countyviewweb.albemarle.org/>.

Sincerely,
Community Development Staff

Application and Checklist for Sign Permit



Part A: Applicant and Parcel Information	
Project Name: _____	Address: _____
Tax map and parcel(s): _____	Zoning: _____
Contact Person (Who should we call/write concerning this project?): _____	
Address _____	City _____ State _____ Zip _____
Daytime Phone (____) _____	Fax # (____) _____ E-mail _____
Owner of Record: _____	
Address _____	City _____ State _____ Zip _____
Daytime Phone (____) _____	Fax # (____) _____ E-mail _____
Contractor Name/Business Name: _____	
Address _____	City _____ State _____ Zip _____
Daytime Phone (____) _____	Fax # (____) _____ E-mail _____

Part B: Determining application requirements and fees	
1.	Sign Permit – Please indicate which sign type you are applying for:
<input type="checkbox"/>	Freestanding or Monument Sign: \$85.60
<input type="checkbox"/>	If a footing is required, an additional fee is required: \$30.60
<input type="checkbox"/>	Wall Sign (Including property, awning, fuel pump canopy signs): \$85.60
<input type="checkbox"/>	Sign Refacing: \$55.00
2.	Electrical Permit – Will the sign be illuminated?
<input type="checkbox"/>	Yes (Illuminated signs require an electrical permit and an electrical schematic.) \$45.90
<input type="checkbox"/>	No \$ 0.00
3.	ARB Review – Will the permanent sign(s) be constructed in an Entrance Corridor?
<i>(See the Entrance Corridor map in the Sign Permit Application packet for a list of Entrance Corridors.)</i>	
<input type="checkbox"/>	Yes (This sign will be constructed in an Entrance Corridor and it does not meet the conditions of a Comprehensive Sign Review. See ARB requirements next pages.) \$120.00
<input type="checkbox"/>	Yes (This sign will be constructed in an Entrance Corridor and it does meet the conditions of a Comprehensive Sign Review. See ARB requirements next pages.) Waive Fee
<input type="checkbox"/>	No (This sign will not be constructed in an Entrance Corridor) \$ 0.00
FEE TOTAL (Please add all the amounts checked in sections 1 – 3): \$ _____	
FOR OFFICE USE ONLY BP# _____ ARB# _____	
Fee Amount \$ _____ Date Paid _____ By who? _____ Receipt # _____ Check # _____ By _____	

County of Albemarle Department of Community Development
401 McIntire Road Charlottesville, VA 22902 Voice: (434) 296-5832 Fax: (434) 972-4126

Part C: Submittal Items Required

Note: Submittal packages must contain 4 collated copies of all information unless otherwise indicated. Additional submittal materials may be required if review by the Architectural Review Board is necessary. Applicants will be notified if additional materials or ARB review are required.

SECTION 1: FREESTANDING, SUBDIVISION OR DIRECTORY SIGNS

A. Submittal Requirements

- Site plan or latest approved plat showing, to scale, the proposed **location** of the sign(s) with dimensions.
- Distance** from the sign to the property lines and/or edge of the VDOT right-of-way.
- A **footing/foundation** diagram showing how the base or pole will be anchored in the ground.
- If the sign will be located in an **easement**, a letter of approval from the easement holder will be required.
- A to-scale color **illustration** of the proposed sign showing
 - Dimensions** of the sign, including overall height from the ground; cabinet size, length, width and depth; base size, etc. (*Be sure to also include these dimensions on the diagrams provided in the Sign Permit Application packet.*)
 - Proposed **lettering** and/or **graphics** in their proposed location.
- Entrance Corridor Requirements:** If the sign is to be constructed in an Entrance Corridor, also provide a **color illustration** of the front and side elevations of the sign showing:
 - If internally illuminated, indicate which areas of the sign are **opaque** and which are illuminated. Internally illuminated cabinet signs must have opaque backgrounds. (Opaque materials don't allow light to pass through. When lit only from behind, the color of an opaque material cannot be detected nor can objects be seen through it.)
 - Identification of proposed **materials** and **colors**. Include standard color id numbers (Pantone, Benjamin Moore, Acrylic, etc.) for all materials, text, graphics, base, faces, trim caps, returns, etc.
 - Provide accurate physical **samples** of all colors proposed, preferably in the material proposed. (Paint chips that accurately reflect the proposed colors are acceptable.)
 - Provide a site plan showing proposed **landscaping** around the sign, including botanical names and planting sizes.
 - Additional submittal materials may be required if review by the Architectural Review Board is necessary. (The applicant will be notified if this requirement applies.)

B. Inspection Requirements for Freestanding, Subdivision or Directory Signs

- Applicant must mark the location of the property lines and the location of the sign with **stakes** in preparation for a preliminary zoning inspection. (*All four corners of the sign must be marked with stakes that are easily visible to all inspectors.*)
- A **preliminary zoning inspection** must be completed to verify the location of the sign before the permit can be issued.
- Freestanding signs are required to have **footing inspections**. (*scheduled by applicant*)
- Freestanding signs are required to have **electrical inspections** if illuminated. (*scheduled by applicant*)
- Freestanding signs are required to have **final building and zoning inspections**. (*scheduled by applicant*)

SECTION 2: WALL SIGNS

A. Submittal Requirements

- A drawing, to scale, showing **dimensions** of the sign (length, height, depth).
- Elevation** drawing(s) or modified photograph of the entire building, to scale and in color, showing
 - The **sign location** on the building, **sign height** above grade, and the **length of building frontage**. (*Be sure to also include these dimensions on the diagrams provided in Appendix B.*)
 - Sign **lettering** and/or **graphics** in their proposed location.
- Entrance Corridor Requirements:** If the sign is to be constructed in an Entrance Corridor also provide a color illustration of the front and side elevations of the sign showing:
 - o Indication of sign **type** (channel letters, cabinet, panel, etc.).
 - o Indicate on the drawings the proposed **materials** and **colors**. Include standard color identification numbers (Pantone, Benjamin Moore, Acrylic, etc.) for all materials, text, graphics, faces, trim caps, etc. For channel letter signs, indicate on the drawing that the **raceway** color shall match the color of the wall to which the raceway is attached.
 - o Provide accurate physical **samples** of all colors proposed in the sign, preferably in the material proposed. (Paint chips that accurately reflect the proposed colors are acceptable.)
 - o Location of proposed **light fixtures** and manufacturer cut sheets describing illumination type, intensity, style, shielding, color, and height. All lighting must meet ordinance requirements as outlined in Section 4.17.
 - o For internally illuminated signs, indicate which areas of the sign are **opaque** and which are illuminated. (Opaque materials don't allow light to pass through. When lit only from behind, the color of an opaque material cannot be detected nor can objects be seen through it. Internally illuminated cabinets must have opaque backgrounds.)

B. Inspection Requirements for Wall or Projecting Signs

- Wall and projecting signs are required to have **electrical inspections** if illuminated. (*Scheduled by applicant*)
- Wall and projecting signs are required to have **final building and zoning inspections**. (*Scheduled by applicant*)

SECTION 3: ILLUMINATION REQUIREMENTS

A. If the proposed sign is to be illuminated, the applicant must provide the following:

- Electrical **permit**
- Electrical **schematic**
- The **location** of proposed light fixtures identified on a plan and/or elevation
- Manufacturer **cut sheets** describing illumination type, intensity, style, shielding, color, and height. All lighting must meet ordinance requirements as outlined in Section 4.17 of the Zoning Ordinance.

SECTION 4: WORK VALUATION

A. Work Valuation

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Part D: Applicant Agreement

Applicant must read and sign

- Each application package must contain 4 folded copies of all plans and documents being submitted. Only 1 set of material/color samples is required. **All** submittal items become the property of Albemarle County. Applicants are encouraged to maintain duplicate copies in their own files.
- **The application package is not complete without this checklist, completed, signed, and included with the required submittal materials indicated on the checklist.**

I hereby certify that the information provided on this application and accompanying information is accurate, true and correct to the best of my knowledge and belief and contains all information required by these checklists

Signature of person completing checklist

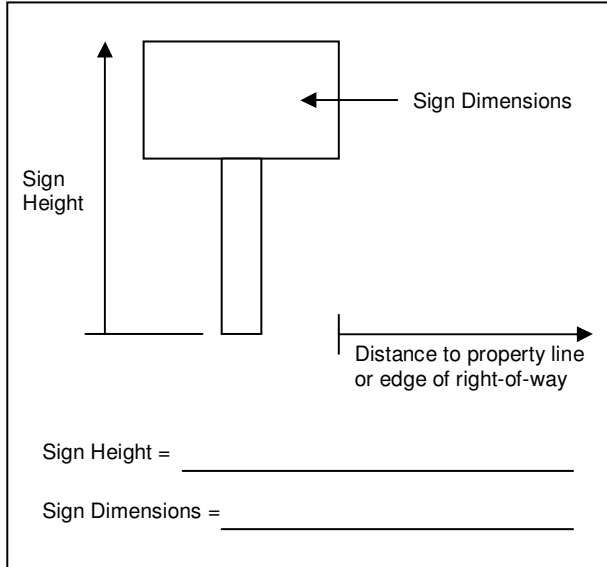
Date

Printed Name / Title

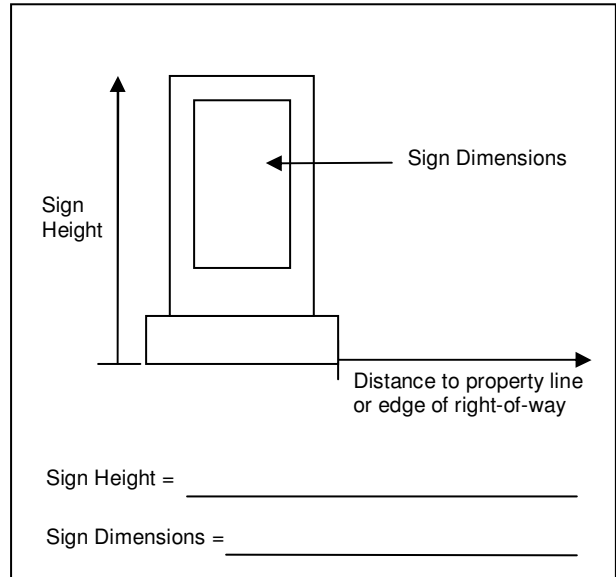
Daytime phone number of Signatory

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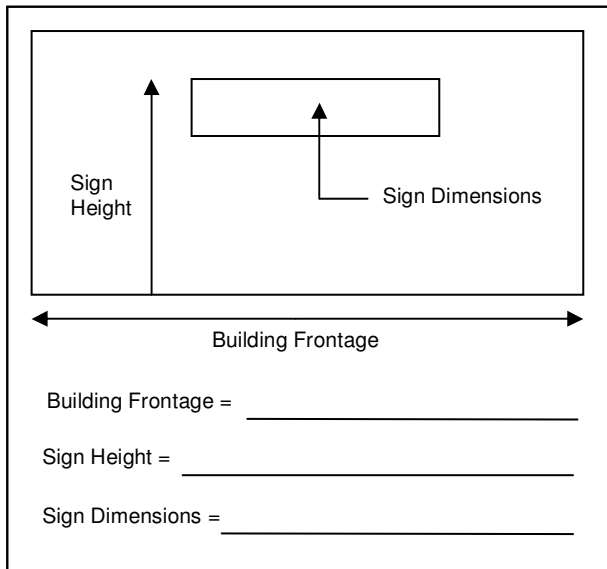
Sign Diagrams



Pole-Mounted Sign – Diagram 1
(Generally not acceptable in the ECs)



Monument Sign – Diagram 2



Wall Sign – Diagram 3

If multiple wall signs are proposed, list dimensions here:

Sign 2 Height = _____

Sign 4 Height = _____

Sign 2 Dimensions = _____

Sign 4 Dimensions = _____

Sign 3 Height = _____

Sign 5 Height = _____

Sign 3 Dimensions = _____

Sign 5 Dimensions = _____

**CERTIFICATION THAT NOTICE OF THE
APPLICATION HAS BEEN PROVIDED TO THE LANDOWNER**

This form must accompany zoning applications (Home Occupation, Zoning Clearance, Zoning Administrator Determinations or Appeals, Sign Permits, Building Permits) if the application is not the owner.

I certify that notice of the application, _____
[County application name and number]

was provided to _____ the owner of record of Tax Map
[name(s) of the record owners of the parcel]

and Parcel Number _____ by delivering a copy of the application in the
manner identified below:

_____ Hand delivering a copy of the application to _____
[Name of the record owner if the record owner is a
person; if the owner of record is an entity, identify the recipient of the record and the recipient's
title or office for that entity]

on _____
Date

_____ Mailing a copy of the application to _____
[Name of the record owner if the record owner is a person;
if the owner of record is an entity, identify the recipient of the record and the recipient's title or
office for that entity]

on _____ to the following address:
Date

[address; written notice mailed to the owner at the last known address of the owner as shown on
the current real estate tax assessment books or current real estate tax assessment records satisfies
this requirement].

Signature of Applicant

Print Applicant Name

Date