Print Form

COMMONWEALTH OF VIRGINIA
COUNTY OF FLUVANNA
SIGN PERMIT CHECKLIST

Please submit all that apply on an 8.5" x 11" (up to 11" x 17") sheets of paper:

1. ☐ Signed Application with written authorization from owner on separate sheet (if applicable)
2. ☐ Location Map (such as Tax Map page with property highlighted)
3. ☐ Site Plan showing location of sign on property (Including sign's distance to property line or any roads and or right-of-ways)
4. ☐ Scaled Drawings of the Sign
5. ☐ Non-refundable $155.00 filing fee payable to Fluvanna County.

GENERAL NOTES:

1) Signs may not be placed in public road right-of-ways without specific permission of VDOT.
2) If signs are not of those designated as "not illuminated" in sign ordinance, the illumination shall be property focused upon or directed at the sign to prevent glare on the surrounding area. Lighting must provide for shielding from adjacent prperties and any public road.
3) No sign may extend above the building line.
4) Specific requirements may be found in the Zoning Ordinance, Article 15, Sign Regulations.

Reset Form

COMMONWEALTH OF VIRGINIA

COUNTY OF FLUVANNA

SIGN PERMIT APPLICATION

Owner of Record: _____ **Applicant:** _____

Address: _____ Address: _____

Phone: _____ Fax: _____ Phone: _____ Fax: _____

Email: _____ Email: _____

Sign Contractor: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Note: If applicant is anyone other than the owner of record, written authorization by the owner designating the applicant as the authorized agen for all matters concerning the request shall be filed with this application.

Tax Map and Parcel(s): _____ **Physical Address of Parcel:** _____

Parcel Acreage: **Parcel Zoning:** _____

Proposed Sign Description: (Check One)

- ◯ Auction
- ◯ Home Occupation/Small Home Industry
- ◯ Monument
- ◯ Political
- ◯ Projecting/Roof
- ◯ Public
- ◯ Sale or Rental
- ◯ Subdivision
- ◯ Temporary
- ◯ Wall
- ◯ Window
- ◯ Temporary Subdivision Advertising Sign
- ◯ Other (Describe) _____

Lighting/Illumination: Will the sign be lighted? ◯ Yes ◯ No Is proposed sign double sided? ◯ Yes ◯ No

If so, by what Method? _____ Wording of Sign: _____

Sign Face (area used for message): Length _____ ft. X Width: _____ ft. = _____ sq. ft.

Sign Area (entire area including face, framing, molding, trim but not support structure): Length _____ ft. X Width: _____ ft. = _____ sq. ft.

Sign Height (As measured from ground level to topmost portion of sign): _____ sq. ft.

This permit is for compliance with the zoning ordinance as related to design and size only. I understand that it is my responsibility to obtain any other required permits such as electrical or building permits. I certify that the statements made and information given on this application are true, full and correct to the best of my knowledge and belief and I agree to conform fully to all terms of any certificate or permit which may be issued by way of this application. I also understand that false information may result in the permit becoming null and void.

_____ _____

Applicant Name (Please Print) Applicant Signature

OFFICE USE ONLY		
$155 fee paid:	Date Received:	**MSC**____:_____
Election District:		Planning Area:
Approved **Denied** **Date:** _____		**Zoning Administrator:**

Fluvanna County Department of Planning & Community Development * Box 540 * Palmyra, VA 22963 * (434)591-1910 * Fax (434)591-1911

This form is available on the Fluvanna County website: www.fluvannacounty.org