

Planning Sign Permit Application (TO BE USED FOR LIMITED DURATION SIGNS)



Applications can be mailed to:

Planning department
P.O. Box 40
Chesterfield, Virginia 23823

Delivered to:

Planning Department
9800 Government Center Parkway
Chesterfield, Virginia, 23832
(804)748-1050

Fax: (804)717-6295

Email: planning@chesterfield.gov

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|----------------------------------|--|--|-------------------|---------------|-----------------|
| APPLICANT INFORMATION | NAME OF COMPANY, ORGANIZATION, OR INDIVIDUAL: | | | | |
| | STREET: | | CITY: | STATE: | ZIPCODE: |
| | PHONE NUMBER: | | EMAIL: | | |
| | I certify that the sign(s) will comply with the standards noted on this application and as defined in the Chesterfield County Zoning Ordinance. Additionally, I certify that I have obtained permission to erect the sign(s) from the property owner(s) of the location(s) identified in this application. | | | | |
| | APPLICANT NAME: | | SIGNATURE: | | |

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| SIGN INFORMATION | IS THIS SIGN LOCATED ON OR OFF SITE: ON-SITE: _____ OFF-SITE: _____ | | WILL THE SIGN BE LOCATED IN A PROJECT OF 3 OR MORE USES? YES: _____ NO: _____ IF YES, IS IT LOCATED IN: NONRESIDENTIAL: _____ MIXED-USE: _____ RESIDENTIAL: _____ | | |
| | WILL THE SIGN BE LOCATED ON: VACANT LOT _____ LOT OCCUPIED BY NONRESIDENTIAL USE _____ PROPERTY AT ENTRANCE TO A RESIDENTIAL COMMUNITY _____ O, C, OR I ZONED PROPERTY _____ | | | | |
| | IS THIS SIGN: BUILDING MOUNTED _____ FREESTANDING _____ | | IF BUILDING MOUNTED: SQUARE FEET OF FACE OF BUILDING ENTRANCE OR TENANT FACE _____ | | |
| | DATE SIGN IS TO BE ERECTED: | | | DATE SIGN IS TO BE REMOVED: | |

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|----------------------------|--|--|--------------------------------|--|--|
| OFFICE USE ONLY | PERMIT NUMBER: | | DATE APPROVED: | | |
| | PROPERTY GPIN: | | NUMBER OF DISPLAY DAYS: | | |
| | DAYS REMAINING FOR CALENDER YEAR: | | APPROVED BY: | | |

FOR FREESTANDING SIGNS ATTACH A SKETCH PLAN SHOWING THE LOCATION OF SIGN FROM EDGE OF PAVEMENT OR FACE OF CURB INCLUDING MEASUREMENTS. WE SUGGEST USING A WEB BASED MAP PROGRAM TO PRODUCE YOUR SKETCH PLAN.