



REQUIRED ATTACHMENTS for PLANNING SIGN PERMIT APPLICATIONS

The following information **MUST BE ATTACHED** to allow timely review and approval for each proposed sign:

- For freestanding signs, site sketch or drawing showing location of freestanding sign; distance from right-of-way, edge of road pavement or face of curb; distance from adjacent property lines; and location of existing signs on the property and whether they advertise a commercial or noncommercial activity
- For freestanding signs, height of sign measured from ground elevation at which the sign is to be located
- For building mounted signs, sketch of building or tenant face and dimensions of the building or tenant face on which sign is to be located
- Sign elevations showing dimensions of sign face, type of anchoring, and sign message
- Other- If deemed necessary by the Planning Department, additional information to ensure compliance with the zoning ordinance.

YOU MAY ALSO CONTACT THE PLANNING DEPARTMENT BY CALLING 748-1050
OR BY EMAIL AT planning@chesterfield.gov



APPLICATIONS MAY BE MAILED TO:

Planning Department
 P.O. Box 40
 Chesterfield, Virginia 23832

Fax (804) 717-6295
Or Email Address
 Planning@chesterfield.gov

DELIVERED TO:
 Planning Department,
 9800 Government Center Parkway
 Chesterfield, Virginia 23832

**Planning Sign Permit
 Application**

QUESTIONS-- (804) 748-1050 OR PLANNING@CHESTERFIELD.GOV

Applicant Information

Name of Company, Organization or Individual:

If a Company or Organization, Primary Contact Name:

(Street or PO Box)

(City, State) *(Zip Code)*

Phone Number: _____ **Email Address:** _____

Total Number of Signs Proposed by this Application:

(Note: A single application may be made for multiple signs within a single project or for limited duration signs on multiple properties. If more than one sign is proposed, complete additional sections for each individual sign.)

**APPLICANT
 CERTIFICATION**

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.

PRINT/TYPE APPLICANT NAME OR PRIMARY CONTACT:

SIGNATURE:

For Office Use Only

Permit #:	Fee:	Receipt #:	Date Approved:
Property GPIN Number:			
Number of Display Days:		Permit Expiration Date:	
Comments/Conditions:			
Approved By:			

SIGN # 1	
Address of Sign Location:	
Is the Sign Located On-site or Off-site of the Activity Advertised: <i>(CHOOSE ONLY ONE)</i> On-site <input type="checkbox"/> Off-site <input type="checkbox"/>	What type of Activity will Sign Advertise: <i>(CHOOSE ONLY ONE)</i> Noncommercial <input type="checkbox"/> Commercial <input type="checkbox"/>
Will the Sign be in a Project of 3 or More Uses: YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, what type of Project will the Sign be Located in: <i>(CHOOSE ONLY ONE)</i> Nonresidential <input type="checkbox"/> Mixed Use <input type="checkbox"/> Residential <input type="checkbox"/>	
Will the Sign be On: Vacant Lot <input type="checkbox"/> Lot Occupied by a Nonresidential Use <input type="checkbox"/> Property at Entrance to a Residential Community <input type="checkbox"/> O, C or I Zoned Property <input type="checkbox"/>	
Will the Sign be Permanent or of Limited Duration: <i>(CHOOSE ONLY ONE)</i> Permanent <input type="checkbox"/> Limited Duration <input type="checkbox"/> If the sign is of limited duration, is the sign a banner: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the sign building mounted or freestanding: <i>(CHOOSE ONLY ONE)</i> Building Mounted <input type="checkbox"/> Freestanding <input type="checkbox"/>	
If Building Mounted: Length of building or tenant space _____ (feet) If the sign is a banner, square footage of building or tenant face on which the sign is to be located	
Date Sign is to be erected:	Date Sign is to be removed:

ADDITIONAL SIGNS

If more than 1 sign is proposed, complete information for each individual sign. You may save the above to your computer and complete the requested information, or copy the above and manually complete the information.