

# Sign Permit

## Application Packet



Town of Strasburg  
Department of Planning and Zoning  
174 East King Street  
PO Box 351  
Strasburg, VA 22657  
540-465-9197

Updated August 8, 2011



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## SIGN PERMIT APPLICATION

### Application Instructions

1. **APPLICATION FORM:** Complete the application form on Page 3. Please note that *all* fields **MUST** be completed in order for your application to be processed. Do not fill in the shaded fields – they will be completed by Town staff.
2. **PHOTOGRAPH:** All applicants must submit a photograph of the building/property showing where the sign will be placed.
3. **SUPPLEMENTARY INFORMATION:** You **MUST** provide all of the following information based on the type of proposed sign (ground, building, temporary, etc.):

#### Free Standing Sign:

1. Dimensioned and plan showing:
  - a. Location of all proposed ground signs
  - b. Distance from all proposed ground signs to the nearest property line (setbacks)
2. Dimensioned sign plan showing:
  - a. Sign area and height (measurements must be calculated as described in Code Section 3-8)
  - b. All text and/or graphics proposed on the sign face
  - c. Type of illumination proposed
  - d. Type of mounting; details about the proposed sign structure

#### Building Mounted Sign:

1. Dimensioned sign plan showing:
  - a. Sign area and height (measurements must be calculated as described in Code Section 3-8)
  - b. All text and/or graphics proposed on the sign face
  - c. Type of illumination proposed
  - d. Type of mounting; details about the proposed sign structure

#### Temporary Sign:

1. Dimensioned plan showing (for temporary ground signs only):
  - a. Location of all proposed temporary ground signs
  - b. Distance from all proposed temporary ground signs to the nearest property line (setbacks)
2. Dimensioned sign plan showing:
  - a. Sign area and height (measurements must be calculated as described in Code Section 3-8)
  - b. All text and/or graphics proposed on the sign face
  - c. Type of mounting; details about the proposed sign structure



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Application Num. \_\_\_\_\_  
 (office assigns)

## SIGN PERMIT APPLICATION

<b>APPLICANT</b>	NAME	
	ADDRESS	
	PHONE	FAX
	EMAIL	
<b>PROPERTY INFORMATION</b>	OWNER	
	ADDRESS	
	TAX MAP NO.	LAND AREA
	ZONING DISTRICT	FLOOD PLAIN
<b>PERMIT REQUEST INFORMATION</b>	TYPE/SIZE OF SIGN	
	BUILDING MOUNTED _____ FREE STANDING _____	
	<input type="checkbox"/> Permanent Sign (\$50 + \$1/sq.ft.) <input type="checkbox"/> Other _____ <input type="checkbox"/> Temporary Sign (\$25/sign)	
	Building Frontage _____ ft.      Sign Area _____ sq.ft.	
DESCRIBE THE PROPOSED SIGN(S) (use back of sheet if needed)		
<b>STAFF REVIEW</b>	DATE RECEIVED	
	APPROVED <input type="checkbox"/> YES <input type="checkbox"/> NO	APPROVAL DATE
	TAXES PAID <input type="checkbox"/> YES <input type="checkbox"/> NO	EXPIRATION DATE
	APPROVAL SIGNATURE	

By signing below, I certify that the information provided on this application is true and that I am the current property owner of record or an authorized representative. I do also hereby authorize Town of Strasburg staff on official business to enter onto the subject property as necessary to process the application.

\_\_\_\_\_   
 Print Name of Owner/Agent

\_\_\_\_\_   
 Signature of Owner/Agent

