



# Zoning Sign Permit Application

801 Crawford Street, Portsmouth, Virginia 23704

[www.portsmouthva.gov/181/Planning-Department](http://www.portsmouthva.gov/181/Planning-Department)

- Notes:**
1. The Zoning Sign Permit Application Form is used for the review and approval of all signs and signage.
  2. Applicants should consult Section 40.2-307 the City's Zoning Ordinance to ensure that the proposed signage complies with the Zoning Ordinance regulations.
  3. A Certificate of Appropriateness (COA) is required prior to most signage work in the Downtown Design (DD) Overlay District or any historic district. In these districts, applicants should discuss their projects with Planning staff before starting a project.
  4. Omitting information pertaining to your project on this application will cause your application to be deemed incomplete.
  5. Ensure that all required information is provided on your application. No action will take place if staff determines that the application is incomplete.
  6. No application will be processed if there are outstanding fines, taxes, liens, or other fees are owed to the City of Portsmouth.
  7. No application, permit, or approval shall be considered on property where there is a known outstanding violation of the Zoning Ordinance, unless the application, permit, and/or approval would remedy the violation.
  8. Zoning Sign Permits may be revoked at such point in time if omitted or incorrect information has been brought to light.
  9. **The Zoning Sign Permit Application Fee is \$30.00 plus applicable review fee as established in City Code Appendix A Portsmouth Fee Schedule. (Note that fee will be paid after permit is approved.)**

## 1. General Project Information

Submission Date:			
Project Address:			
Tax Parcel Identification Number:			
Lot Area (in square feet):		Zoning District:	
Street Frontage (feet)		Value of Proposed Work	\$
Dimensions (height/width/area) of the building elevation occupied by the business (feet/square feet)			

## 2. Sign Project Details

Type of Work Proposed	<input type="checkbox"/> New	<input type="checkbox"/> Temporary	<input type="checkbox"/> Sign Re-Face	<input type="checkbox"/> Alteration
Square Feet of Existing Signs		Square Feet of Proposed Sign		

## 3. Type of Sign(s) – Provide additional sign details FOR EACH SIGN on additional sheets.

Attached		Freestanding	
<input type="checkbox"/> Awning	<input type="checkbox"/> Banner Pole Sign	<input type="checkbox"/> Ground Sign	<input type="checkbox"/> Monument Sign
<input type="checkbox"/> Canopy Sign	<input type="checkbox"/> Marquee Sign	<input type="checkbox"/> Off-premises Sign	<input type="checkbox"/> Pole Sign
<input type="checkbox"/> Off-premises Sign	<input type="checkbox"/> Projecting Sign	<input type="checkbox"/> Outdoor Advertising Sign (Billboard) [requires a Use Permit]	
<input type="checkbox"/> Wall Sign	<input type="checkbox"/> Window Sign	<input type="checkbox"/> Temporary Sign – Specify type:	

## 4. Sign Attributes Information

Dimensions (length x width) (feet)		Sign Area (square feet)	
Height Above Grade (measured to the top of the sign) (feet)			
Window Sign Only – total sign area of window signs as a percentage of the facade area comprised of windows			
Wall Sign Only – Length of wall upon which sign is to be located (feet)			
Illumination (check one)	<input type="checkbox"/> None	<input type="checkbox"/> Internal	<input type="checkbox"/> Backlighted
<input type="checkbox"/> Automatic Changeable Copy			

## 5. Primary Point of Contact (Applicant) Information

Primary Point of Contact Name:			
Mailing Address:			
Phone Number(s):			
Email Address:			

**6. Property Owner Information** (if different from primary point of contact)

The property owner must sign the property owner consent box. See item number 6 below.

Property Owner:			
Mailing Address:			
Phone Number(s):			
Email Address:			

**7. Property Owner Consent**

By signing this application below, I, as the owner of the property under review, give my consent for this application.

In lieu of having property owner sign, I as the applicant, have provided the front page and signature page of a legally executed contract.

<b>Property Owner or Authorized Signature</b>		<b>Date Signed</b>	
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**8. Applicant Signature**

By signing this application below, I hereby attest to the truth and accuracy of all facts and information presented with this application.

<b>Applicant Signature</b>		<b>Date Signed</b>	
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**Submission Requirement Checklist**

Submit digital copies of all required documents. Hard copies of some documents may be required.

**GENERAL INFORMATION**

Zoning Sign Permit Application – fully completed
<b>\$30 Zoning Sign Permit application fee plus applicable review fee</b> as established in City Code Appendix A Portsmouth Fee Schedule. <b>(Note that fee will be paid after permit is approved.)</b>
Copy of an approved Certificate of Appropriateness (COA) if located within the DD Overlay District or within a historic district
Description of existing use(s) of the site
Description of the proposed use of the site
Site zoning, including subdistrict, overlay, or street frontage type, if applicable
Use Permit case number (if applicable)
Conditional Zoning case number (if applicable)
Approved Variance case number (if applicable)
Approved Special Exception case number (if applicable)
Graphic depiction of site, existing or proposed buildings, and locations of all proposed signage
Position of all signs and foundation plan for freestanding signs
Elevation drawing of each sign proposed
Dimensions and heights of all existing signs on the building and site
A photo or drawing of the sign(s)
A photo or drawing indicating the sign location on the building or site
Manufacturer's specifications for luminance and automatic dimmers (Note that this is required to be submitted with the application.)
Landscaping proposed around ground-based signs
Any additional information determined to be necessary by the Planning Department

**OFFICE USE ONLY**

Case Number (Tidemark):

Accepted Date:

**APPROVAL**

	Signature	Approval Date	Comments or Additional Case Numbers
<b>Zoning:</b>			