

SIGN PROCESS **BROCHURE**

Where are off-site advertisement signs permitted?

Off-site outdoor advertising signs of a commercial nature are only permitted in the commercial and industrial districts. They also require a Sign Permit approved by the Board of Zoning Appeals. If approved, conditions may apply.

What are the requirements for a Sign Permit?

Sign Permits are generally subject to certain conditions to insure that the use is appropriate to the area. In order to receive a sign permit the application must:

- 1) Demonstrate that the proposed use will be in conformity with the statement of intent of the specific district in which it will be located and the Comprehensive Plan.
- 2) Show that the proposed use will not have an adverse impact on the surrounding area.
- 3) Fulfill additional requirements for certain signs specified in the Zoning Ordinance. Please consult with the Zoning Office to determine whether additional requirements apply.

What must be submitted in order to apply for a sign permit?

- If recent conveyance or subdivision, a copy of the recorded deed and or plat.
- A letter of application stating in general terms: the request, size, height and lighting. A sketch showing dimensions of proposed sign.
- A site development plan/concept plan, discretion of the Zoning Administrator.
- Legal Forms, including Petition and Proffer of Conditions (if any). All forms must be typed and if done outside zoning office notarized
- A list of all adjacent property owners their addresses and parcel numbers.
- Other information requested by the Zoning Administrator

What is the fee to apply for a Sign Permit?

\$ The cost of the application is \$125, plus the cost of certified postage for each adjacent property owner and the postage for the registered letter to the applicant.

\$ An amendment to an existing special use permit requires a fee of \$125, plus the cost of certified postage for adjacent property owners.

What must be provided in the application?

The application should provide information and data to:

- ✦ Demonstrate that the proposed use, when complimented with additional measures, will be in harmony with the purpose of the district in which it will be placed.
- ✦ Demonstrate that there will be no adverse impact on the surrounding area in terms of public health, safety and general welfare; and show measures to be taken to achieve such goals.
- ✦ Show the nature and extent of existing and proposed use and development.
- ✦ Show that the proposal meets the specific and general standards required by Article V. Division 3. of the Zoning Ordinance.

What is the process for a sign permit?

- 1) A pre-submission conference between the applicant and the Zoning Office Staff is recommended to discuss the proposal.
- 2) The applicant meets with the Zoning Administrator. The Zoning Administrator explains the process and the applicant sign the application and pays the fee.
- 3) Applicant submits application and required materials by the deadline (the first Thursday of each month).
- 4) Zoning Staff sends letters announcing the request to adjacent owners and to the property owner.
- 5) The Zoning staff prepares a press for the County newspaper and a packet for the Planning Commission and Board of Zoning Appeals review.
- 6) Planning Commission reviews the application and holds a public hearing and makes a recommendation to the Board of Zoning Appeals.
- 7) The Board of Zoning Appeals reviews the application and the Planning Commission's recommendation, holds a public hearing and makes a final decision on the application.
- 8) The Board of Zoning Appeals meets on the second Tuesday, holds a public hearing and makes a final decision on the permit.
- 9) If approved, the applicant submits a site plan that meets the site plan requirements of Pittsylvania County.

How long does the sign permit process take?

The entire process takes approximately two months.