



# Application and Checklist for Sign Permit

Part A: Applicant and Parcel Information	
Project Name: _____	Address: _____
Tax map and parcel(s): _____	Zoning: _____
<b>Contact</b> (Who should we call w/ questions?) Name: _____ Business Name: _____ Address _____ City _____ State _____ Zip _____ Daytime Phone (____) _____ Fax # (____) _____ E-mail _____	
<b>Contractor Name:</b> _____ Business Name: _____ Address _____ City _____ State _____ Zip _____ Daytime Phone (____) _____ Fax # (____) _____ E-mail _____	
<b>Business Owner Name:</b> _____ Business Name: _____ Address _____ City _____ State _____ Zip _____ Daytime Phone (____) _____ Fax # (____) _____ E-mail _____	

Part B: Determining application requirements and fees (includes 4% Technology Surcharge)	
<b>NOTE: Fees are calculated PER SIGN. A separate application is required for each sign, except for directional signs, which may be grouped together on a single application.</b>	
<b>1.</b>	<b>Sign Permit – Please indicate which sign type you are applying for:</b> <input type="checkbox"/> Freestanding or Monument Sign: \$163.30 <input type="checkbox"/> If a footing is required \$ 0.00 <input type="checkbox"/> Wall Sign (Including property, awning, fuel pump canopy signs) \$163.30 <input type="checkbox"/> Sign Refacing: \$163.30
<b>2.</b>	<b>Electrical Permit – Will the sign be illuminated?</b> <input type="checkbox"/> Yes (Illuminated signs require an electrical permit and an electrical schematic.) \$74.20 <input type="checkbox"/> No \$ 0.00
<b>3.</b>	<b>ARB Review – Will the permanent sign(s) be constructed in an Entrance Corridor?</b> <small>(Go to <a href="https://www.albemarle.org/government/community-development/advisory-boards/architectural-review-board">https://www.albemarle.org/government/community-development/advisory-boards/architectural-review-board</a> for more information.)</small> <input type="checkbox"/> Yes This is a new sign application. See ARB requirements next pages. \$135.20 <input type="checkbox"/> Yes This is a submittal of revisions to an in-process application. \$ 67.60 <input type="checkbox"/> No This sign will <b>not</b> be constructed in an Entrance Corridor) \$ 0.00
<b>FEE TOTAL (Please add all the amounts checked in sections 1 – 3):</b> \$ _____	
FOR OFFICE USE ONLY    BP# _____    ARB# _____ Fee Amount \$ _____    Date Paid _____    By who? _____    Receipt # _____    Check # _____    By _____	

## Part C: Submittal Items Required

**Note:** Submittals must contain all information unless otherwise indicated. Electronic submittals are preferred. If paper submittals are made, provide one copy. Additional submittal materials may be required if review by the Architectural Review Board is necessary. Applicants will be notified if additional materials or ARB review are required.

### SECTION 1: FREESTANDING, SUBDIVISION OR DIRECTORY SIGNS

#### A. Submittal Requirements

- Site plan or latest approved plat showing, to scale, the proposed **location** of the sign(s) with dimensions.
- Distance** from the sign to the property lines and/or edge of the VDOT right-of-way.
- Provide** written authorization from the Albemarle County Service Authority (ACSA) for an approved location.
- If the sign will be located in an **easement**, a letter of approval from the easement holder will be required.
- A **footing/foundation** diagram showing how the base or pole will be anchored in the ground.
- A to-scale color **illustration** of the proposed sign showing
  - Dimensions** of the sign, including overall height from the ground; cabinet size, length, width and depth; base size, etc. *(Be sure to also include these dimensions on the diagrams provided in the Sign Permit Application packet.)*
  - Proposed **lettering** and/or **graphics** in their proposed location.
- Entrance Corridor Requirements:** Signs in the Entrance Corridors must conform to the Entrance Corridor Sign Guidelines and approved Comprehensive Sign Plans. Go to <https://www.albemarle.org/government/community-development/advisory-boards/architectural-review-board> for more information. Provide a **color illustration** of the front and side elevations of the sign showing:
  - If internally illuminated, indicate which areas of the sign are **opaque** and which are illuminated. Internally illuminated cabinet signs must have opaque backgrounds. (Opaque materials don't allow light to pass through. When lit only from behind, the color of an opaque material cannot be detected nor can objects be seen through it.)
  - Identification of proposed **materials** and **colors**. Include standard color id numbers (Pantone, Benjamin Moore, Acrylic, etc.) for all materials, text, graphics, base, faces, trim caps, returns, etc.
  - If colors other than Pantone equivalents are identified, accurate physical **samples** may be required. Applicants will be notified if physical samples are required.
  - Provide a site plan showing proposed **landscaping** around the sign, including botanical names and planting sizes.
  - Additional submittal materials may be required if review by the Architectural Review Board is necessary. (The applicant will be notified if this requirement applies.)

#### B. Inspection Requirements for Freestanding, Subdivision or Directory Signs

- Applicant must mark the location of the property lines and the location of the sign with **stakes** in preparation for a preliminary zoning inspection. *(All four corners of the sign must be marked with stakes that are easily visible to all inspectors.)*
- A **preliminary zoning inspection** must be completed to verify the location of the sign before the permit can be issued.
- Freestanding signs are required to have **footing inspections**. *(scheduled by applicant)*
- Freestanding signs are required to have **electrical inspections** if illuminated. *(scheduled by applicant)*
- Freestanding signs are required to have **final building and zoning inspections**. *(scheduled by applicant)*

## SECTION 2: WALL SIGNS

### A. Submittal Requirements

- A drawing, to scale, showing **dimensions** of the sign (length, height, depth).
- Elevation** drawing(s) or modified photograph of the entire building, to scale and in color, showing
  - The **sign location** on the building, **sign height** above grade, and the **length of building frontage**. (*Be sure to also include these dimensions on the diagrams provided in Appendix B.*)
  - Sign **lettering** and/or **graphics** in their proposed location.
- Entrance Corridor Requirements:** Signs in the Entrance Corridors must conform to the Entrance Corridor Sign Guidelines and approved Comprehensive Sign Plans. Go to <https://www.albemarle.org/government/community-development/advisory-boards/architectural-review-board> for more information. Provide a color illustration of the front and side elevations of the sign showing:
  - Indication of sign **type** (channel letters, cabinet, panel, etc.).
  - Indicate on the drawings the proposed **materials** and **colors**. Include standard color identification numbers (Pantone, Benjamin Moore, Acrylic, etc.) for all materials, text, graphics, faces, trim caps, etc. For channel letter signs, indicate on the drawing that the **raceway** color shall match the color of the wall to which the raceway is attached.
  - If colors other than Pantone equivalents are identified, accurate physical **samples** may be required. Applicants will be notified if physical samples are required.
  - If externally illuminated, indicate the location of proposed **light fixtures** and provide manufacturer's cut sheets describing illumination type, intensity, style, shielding, color, and height. All lighting must meet ordinance requirements as outlined in Section 4.17.
  - For internally illuminated signs, indicate which areas of the sign are **opaque** and which are illuminated. (Opaque materials don't allow light to pass through. When lit only from behind, the color of an opaque material cannot be detected nor can objects be seen through it. Internally illuminated cabinets must have opaque backgrounds.)

### B. Inspection Requirements for Wall or Projecting Signs

- Wall and projecting signs are required to have **electrical inspections** if illuminated. (*Scheduled by applicant*)
- Wall and projecting signs are required to have **final building and zoning inspections**. (*Scheduled by applicant*)

## SECTION 3: ILLUMINATION REQUIREMENTS

### A. If the proposed sign is to be illuminated, the applicant must provide the following:

- Electrical **permit**
- Electrical **schematic**
- The **location** of proposed light fixtures identified on a plan and/or elevation
- Manufacturer **cut sheets** describing illumination type, intensity, style, shielding, color, and height. All lighting must meet ordinance requirements as outlined in Section 4.17 of the Zoning Ordinance.
- Manufacturer **cut sheets** describing illumination type, intensity, style, shielding, color, and height. All lighting must meet ordinance requirements as outlined in Section 4.17 of the Zoning Ordinance.

**SECTION 4: WORK VALUATION**

<b>A. Work Valuation</b>	\$
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**Part D: Applicant Agreement**

**Applicant must read and sign**

- Electronic submittals are preferred. If paper submittals are made, provide one copy. **All** submittal items become the property of Albemarle County. Applicants are encouraged to maintain duplicate copies in their own files.
- **The application package is not complete without this checklist, completed, signed, and included with the required submittal materials indicated on the checklist.**

*I hereby certify that the information provided on this application and accompanying information is accurate, true and correct to the best of my knowledge and belief and contains all information required by these checklists*

_____	_____
Signature of person completing checklist	Date
_____	_____
Printed Name / Title	Daytime phone number of Signatory