

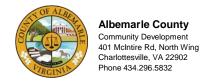
# Temporary Sign Permit Application



	<u>.</u>				
FOR OFFICE USE ONLY	Sign Number:				
Fee Amount: \$ 31.20 Application fee: \$30+ Technology Surch	Date Paid: arge: \$1.20	Ву:			
Receipt #:	Check #:	Ву:			
Name:		E-Mail Address:			
Mailing Address:		Phone #:			
Business Name:					
Tax Map and Parcel # and/or Address of the Business:		Zoning: Staff will fill out if unknown			
Parcel Owner:		Owner's Address:			
Please fill out the following:					
What number permit is this for your business this year?  (check one)  (this will be verified by staff)	☐ 1 <sup>st</sup> ☐ 2 <sup>nd</sup>	☐ 3 <sup>rd</sup> ☐ 4 <sup>th</sup>	5 <sup>th</sup> 6 <sup>th</sup>		
What type of temporary sign are you proposing?  (check one)	BANNER	PORTABLE	A-FRAME		
Depending on the zoning district the maximum height of the sign will be (check one)	12 feet if freestanding	20 feet if on a wall	30 feet if on a wall		
The required setback from	5 feet				
public street right-of-way will be		5 feet			
public street right-of-way will be  Depending on the zoning district the maximum size of the sign will be	24 squar		square feet		
Depending on the zoning district the maximum size of the	24 squar		square feet		
Depending on the zoning district the maximum size of the sign will be  Dates you are requesting the sign to be in place.	24 squar	re feet 32	square feet  PIEASE SEE THE		
Depending on the zoning district the maximum size of the sign will be  Dates you are requesting the sign to be in place.	dates above, please keep in m	throughind the following information:	the erection of PIEASE SEE THE ATTACHED POLICY REGARDING		
Depending on the zoning district the maximum size of the sign will be  Dates you are requesting the sign to be in place.  When entering the Each permit for a temporary sign shall to	dates above, please keep in more valid for a period not to exceed the down between permits and will	throughind the following information:  fifteen (15) consecutive days after	the erection of mpliance  PIEASE SEE THE ATTACHED POLICY REGARDING ADDITIONAL TIME ALLOWED DURING		
Depending on the zoning district the maximum size of the sign will be  Dates you are requesting the sign to be in place.  When entering the Each permit for a temporary sign shall be the sign.  The Ordinance requires the sign to com	dates above, please keep in more valid for a period not to exceed the down between permits and will hely.	throughthroughtind the following information:  If fifteen (15) consecutive days after be approved on-site by a Code Co	the erection of the erection o		
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## **Temporary Sign Permit Application**

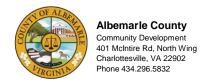


**Applicant** - If you are not the land owner, please fill out the entire page below confirming that you have either informed or are going to inform the owner of your application.

## CERTIFICATION THAT NOTICE OF THE APPLICATION HAS BEEN PROVIDED TO THE LANDOWNER

THOUBED TO THE EMIDOWNER				
	I certify that I will provide (or have provided) notice of this clearance app	olication,		
	clearance number provided by Staff or business name			
	tothe owner			
of T	ax Map and Parcel Numberby eitherby eitherby	er delivering a		
cop	by of the application to them in person or by sending them a copy of the a mail. (Please check one of the following below)	pplication by		
	Hand delivering a copy of the application to the owner identified above on			
	Date			
	Mailing a copy of the application to the owner identified above on			
	Dateto the following address:			
	(Written notice to the owner and last known address on our record books will satisfy requirement. Please see staff for help determining this information if needed)	this this		
	Signature of Applicant			
	Applicant Name Printed			
	Date			

### **Temporary Sign Permit Information**



#### What is a Temporary Sign?

A temporary sign is a sign that is displayed for only a limited period of time authorized in <u>section 4.15.6</u>, that describes or identifies participants in a seasonal, brief or particular event or activity to be or being conducted upon a lot.

#### A Temporary Sign is Required in the Following Circumstances

Advertising for a

- Opening of a new business
- Seasonal event or activity
- Temporary sales event
- Moving a business to a new location or changing its name

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#### Items Required to Apply for a Temporary Sign

Before filling out a Temporary Sign Application ensure you have or have done the following:

Tax Map and Parcel number or Address of the property. Include suite/unit/floor number, if applicable.

Provide a picture or sketch of the sign showing the dimensions

Provide a sketch showing the proposed location of sign on property must be attached with this application.

Provide notice to the owner if the applicant is not the owner. Within ten days of applying for a zoning clearance, the applicant, if they are not the owner of the parcel and/or structure, shall inform the owner that they have applied for a Zoning Clearance. Please fill out the form on page 3.

If you have any questions feel free to contact Zoning Staff at (434) 296-5832

#### **Submitting an Application**

Once you have all the required information provided above:

- 1. Fill out an application. Please complete page 2 in its entirety.
- 2. Submit an application. Bring or send a completed application to Albemarle County Community Development at 401 McIntire Rd, North Wing, Charlottesville, VA 22902
- 3. Pay. The \$27 application fee can be paid for in person or <u>online</u>. If paying online please attach a copy of your payment receipt. A Temporary Sign Permit Application will not be processed until payment has been received.
- 4. Notify the Owner. If you are not the owner of the property please fill out page 3.