



Temporary Sign Permit Application



Albemarle County
Community Development
401 McIntire Rd, North Wing
Charlottesville, VA 22902
Phone 434.296.5832

FOR OFFICE USE ONLY

Sign Number: _____

Fee Amount: \$ 31.20

Date Paid: _____

By: _____

Application fee: \$30+ Technology Surcharge: \$1.20

Receipt #: _____

Check #: _____

By: _____

| | | | |
|---|--|--|--|
| 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) | <input type="checkbox"/> 1 st | <input type="checkbox"/> 2 nd | <input type="checkbox"/> 3 rd | <input type="checkbox"/> 4 th | <input type="checkbox"/> 5 th | <input type="checkbox"/> 6 th |
| What type of temporary sign are you proposing? (check one) | <input type="checkbox"/> BANNER | <input type="checkbox"/> PORTABLE | <input type="checkbox"/> A-FRAME | | | |
| Depending on the zoning district the maximum height of the sign will be (check one) | <input type="checkbox"/> 12 feet if freestanding | <input type="checkbox"/> 20 feet if on a wall | <input type="checkbox"/> 30 feet if on a wall | | | |
| The required setback from public street right-of-way will be | 5 feet | | | | | |
| Depending on the zoning district the maximum size of the sign will be | <input type="checkbox"/> 24 square feet | <input type="checkbox"/> 32 square feet | | | | |
| Dates you are requesting the sign to be in place. | _____ through _____ | | | | | |

When entering the dates above, please keep in mind the following information:

Each permit for a temporary sign shall be valid for a period not to exceed fifteen (15) consecutive days after the erection of the sign.

The Ordinance requires the sign to come down between permits and will be approved on-site by a Code Compliance Officer during regular business hours only.

A maximum of two permits will be accepted for review for each establishment at one time.

Please note that an establishment is not permitted more than sixty (60) days of temporary signs in a calendar year.

PLEASE SEE THE ATTACHED POLICY REGARDING ADDITIONAL TIME ALLOWED DURING THE COVID-19 DISASTER

Review of this application cannot begin until the application is complete and all applicable attachments and fees are submitted.

This permit will only be valid on the parcel for which it is approved.

I hereby certify that I own or have the owner's permission to use the space indicated on this application. I also certify that the information provided is true and accurate to the best of my knowledge. I have read the conditions of approval, and I understand them, and that I will abide by them.

Signature _____ Printed _____

Date _____



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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

I certify that I will provide (or have provided) notice of this clearance application,

clearance number provided by Staff or business name

to _____ the owner

Name of landowner on record

of Tax Map and Parcel Number _____ by either delivering a
TMP number of property
copy of the application to them in person or by sending them a copy of the application by
mail. (Please check one of the following below)

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

Date _____ to the following address:

(Written notice to the owner and last known address on our record books will satisfy this requirement. Please see staff for help determining this information if needed)

Signature of Applicant _____

Applicant Name Printed _____

Date _____



Temporary Sign Permit Information



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What is a Temporary Sign?

A temporary sign is a sign that is displayed for only a limited period of time authorized in [section 4.15.6](#), 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
-

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 [online](#). 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.