

ORANGE COUNTY

DEPARTMENT OF PLANNING AND ZONING

COMMUNITY DEVELOPMENT
128 WEST MAIN STREET
ORANGE, VIRGINIA 22960



OFFICE: (540) 672-4347
FAX: (540) 672-0164
orangecountyva.gov

ZONING PERMIT APPLICATION FOR SIGNS

Applicant	Applicant name: _____ Phone: _____ Mailing address: _____ Email address: _____ <input type="checkbox"/> N/A
------------------	---

Application must be made by the Landowner or with his/her permission. If Applicant is not the Landowner, attach (1) a completed Authorized Agent Affidavit (2) a letter of permission from the landowner (3) a signed contract or agreement of work to be done OR (4) a copy of the contract to purchase the property, if applicable.

Owner	<input type="checkbox"/> Same as Applicant Landowner name: _____ Phone: _____ Mailing address: _____
--------------	--

Contractor	<input type="checkbox"/> Same as Applicant <input type="checkbox"/> N/A Sign Mfr./Contractor: _____ Phone: _____ Mailing address: _____ Email address: _____
-------------------	---

Property Information	Project address/Location: _____ Business/Organization name: _____ <input type="checkbox"/> N/A Tax parcel #: _____ Size of parcel: _____ Zoning: _____ Length of building frontage or length of storefront: _____ feet <input type="checkbox"/> N/A; No building exists For properties zoned (A), length of parcel frontage along road (refer to the plat): _____ feet <input type="checkbox"/> N/A Existing Signage (type and size): _____ _____ _____ <input type="checkbox"/> N/A; No existing signage
-----------------------------	--

Proposed Sign #1	Activity: <input type="checkbox"/> Install new sign <input type="checkbox"/> Modify/Relocate existing sign <input type="checkbox"/> Place temporary sign Type of sign: _____ Sign illuminated? <input type="checkbox"/> No <input type="checkbox"/> Yes Digital?: <input type="checkbox"/> No <input type="checkbox"/> Yes; Size of digital display: _____ <input type="checkbox"/> Entire sign is digital Overall sign dimensions: _____ ft. by _____ ft. Sign area: _____ sq. ft. Total sign height: _____ ft. (measured to the top of the sign structure) Projection from bldg. façade: _____ ft. <input type="checkbox"/> N/A
-------------------------	---

ORANGE COUNTY

DEPARTMENT OF PLANNING AND ZONING

Skip this page if this application is only for 1 sign.

Proposed Sign #2	Activity: <input type="checkbox"/> Install new sign <input type="checkbox"/> Modify/Relocate existing sign <input type="checkbox"/> Place temporary sign
	Type of sign: _____ Sign illuminated? <input type="checkbox"/> No <input type="checkbox"/> Yes
	Digital?: <input type="checkbox"/> No <input type="checkbox"/> Yes; Size of digital display: _____ <input type="checkbox"/> Entire sign is digital
	Overall sign dimensions: _____ ft. by _____ ft.
	Sign area: _____ sq. ft.
	Total sign height: _____ ft. (measured to the top of the sign structure)
	Projection from bldg. façade: _____ ft. <input type="checkbox"/> N/A

Proposed Sign #3	Activity: <input type="checkbox"/> Install new sign <input type="checkbox"/> Modify/Relocate existing sign <input type="checkbox"/> Place temporary sign
	Type of sign: _____ Sign illuminated? <input type="checkbox"/> No <input type="checkbox"/> Yes
	Digital?: <input type="checkbox"/> No <input type="checkbox"/> Yes; Size of digital display: _____ <input type="checkbox"/> Entire sign is digital
	Overall sign dimensions: _____ ft. by _____ ft.
	Sign area: _____ sq. ft.
	Total sign height: _____ ft. (measured to the top of the sign structure)
	Projection from bldg. façade: _____ ft. <input type="checkbox"/> N/A

Proposed Sign #4	Activity: <input type="checkbox"/> Install new sign <input type="checkbox"/> Modify/Relocate existing sign <input type="checkbox"/> Place temporary sign
	Type of sign: _____ Sign illuminated? <input type="checkbox"/> No <input type="checkbox"/> Yes
	Digital?: <input type="checkbox"/> No <input type="checkbox"/> Yes; Size of digital display: _____ <input type="checkbox"/> Entire sign is digital
	Overall sign dimensions: _____ ft. by _____ ft.
	Sign area: _____ sq. ft.
	Total sign height: _____ ft. (measured to the top of the sign structure)
	Projection from bldg. façade: _____ ft. <input type="checkbox"/> N/A

Proposed Sign #5	Activity: <input type="checkbox"/> Install new sign <input type="checkbox"/> Modify/Relocate existing sign <input type="checkbox"/> Place temporary sign
	Type of sign: _____ Sign illuminated? <input type="checkbox"/> No <input type="checkbox"/> Yes
	Digital?: <input type="checkbox"/> No <input type="checkbox"/> Yes; Size of digital display: _____ <input type="checkbox"/> Entire sign is digital
	Overall sign dimensions: _____ ft. by _____ ft.
	Sign area: _____ sq. ft.
	Total sign height: _____ ft. (measured to the top of the sign structure)
	Projection from bldg. façade: _____ ft. <input type="checkbox"/> N/A

ORANGE COUNTY

DEPARTMENT OF PLANNING AND ZONING

Application Notes:

Sign “re-facing”: A sign permit is not required for the like-for-like replacement of a sign’s display. Any physical alteration of the sign, including the addition of a digital component, is not considered a re-facing and requires an approved sign permit.

What constitutes a sign: A sign is any display of letters, numerals, symbols, or combinations of these elements, visible from a public right-of-way, for the purpose of making anything known. Certain things, such as directional signs, plaques, address numbers, flags, etc. are not considered signs as long as they bear no commercial message or connotation.

Measuring sign area: The area of a sign is determined by drawing a perimeter around the entire display, along with any material or color which is integral to the display or which is used to differentiate the display from the background.

Allowable signage: Refer to individual zoning district and/or overlay regulations for maximum allowable signage and placement requirements, as well as to Sec. 70-646 – 649 and Sec. 70-696 – 70-701 of the Zoning Ordinance. To exceed the maximum signage allowance in a zoning district, applicants may apply for a special use permit (SUP) and go through the public hearing process to seek approval from the Board of Supervisors.

Building permits: For the vast majority of signs, a building permit is also required from the Orange County Building Department. The applicant should confirm with the Building Department directly as they have their own application requirements, procedures, and fees.

VDOT permits: Off-site advertising signs on primary highways (i.e. Route 20, Route 15, Route 3, US 522, and US 33) may require permits from VDOT. Applicants should start by contacting VDOT’s Outdoor Advertising Division at (804) 786-0654 or via email at outdooradvertisingrenewals@vdot.virginia.gov.

Minimum submittal requirements:

<input type="checkbox"/>	REQUIRED	This signed, completed application
<input type="checkbox"/>	REQUIRED	An administrative site plan (see administrative site plan checklist for what must be shown)
<input type="checkbox"/>	REQUIRED	At least 2 copies of graphical renderings/drawings of the proposed sign(s) with dimensions
<input type="checkbox"/>	<input type="checkbox"/> N/A	A photo inventory of all existing signage on the property with dimensions
<input type="checkbox"/>	<input type="checkbox"/> N/A	An authorized agent affidavit (or other written permission if applicant is not the landowner)

Signature of applicant: _____ Date: _____

If your application is approved, a zoning permit will be issued for the proposed sign(s). The applicant will be contacted to pick up the approved permit and to pay the required fee, which is \$75 + \$1 per sq. ft. of signage (includes the \$25 sign inspection fee).

OFFICE USE ONLY

Approved: _____ Date: _____
Zoning Administrator

Permit fee: \$ _____ Sign(s) subject to: Proffers SUP Other conditions N/A

Zoning Permit issued on: _____ Notes: _____