



DEPARTMENT OF COMMUNITY DEVELOPMENT
PLANNING - BUILDING INSPECTIONS – ZONING
207 WEST SECOND AVENUE, FRANKLIN VIRGINIA 23851
OFFICE: 757-562-8580 OR 757-562-8682

APPLICATION FOR ZONING CLEARANCE/SIGN PERMIT

(See Article 22 of the Zoning Ordinance)

ALL SECTIONS MUST BE COMPLETED TO BE CONSIDERED A COMPLETE APPLICATION.
IF THE SIGN REQUIRES ELECTRICITY, PLEASE SUBMIT AN ELECTRICAL PERMIT.

THE FOLLOWING CONSTRUCTION DOCUMENTS MUST ACCOMPANY THIS APPLICATION:

- 1) TWO COPIES OF SITE PLAN SHOWING SIGN LOCATION.
2) TWO COPIES OF SIGN DETAILS SHOWING MEASUREMENTS AND MOUNTING DETAILS, STRUCTURAL FOOTING DESIGNS AND ELECTRICAL SPECIFICATIONS.
3) ONLY ONE APPLICATION PER SIGN.

NOTE: FREESTANDING SIGNS > 12 FT. HIGH SHALL ALSO HAVE TWO COPIES OF A VIRGINIA REGISTERED STRUCTURAL ENGINEER'S DESIGNED FOOTING DETAIL FOR 90 MPH WIND SPEED EXPOSURE C (per the Virginia Construction Code).

APPLICANT: _____ PHONE: _____

SIGNAGE ADDRESS: _____

CONTRACTORS LICENCE #: _____ CLASS _____ SPECIALTY _____

CONSTRUCTION COST OF THIS SIGN: _____

TAX PARCEL #: _____ ZONING: _____

OWNER: _____ PHONE: _____

ADDRESS _____

BUSINESS NAME: _____ PHONE: _____

CONTACT EMAIL ADDRESS: _____

TYPE OF SIGN: () NEW () REPLACEMENT () REPLACE SIGN FACE ONLY
() FREESTANDING () MONUMENT () AWNING () ELECTRIC
(CHECK ALL THAT APPLY) () WALL MOUNTED () PROJECTING () FENCE () NON-ELECTRIC
() WALL PAINTED () MARQUEE () CANOPY () OTHER _____

SIZE: (_____ FT. _____ IN.) WIDE X (_____ FT. _____ IN.)

HEIGHT DIAMETER: (_____ FT. _____ IN.) TOTAL SQ. FT. OF SIGN AREA: _____

DISTANCE TO STREET RIGHT OF WAY _____ FT. DISTANCE FROM CLOSEST PROPERTY LINE _____ FT.

HEIGHT ABOVE FINISH GRADE TO TOP OF SIGN: (_____ FT. _____ IN)

LINEAL FOOT OF BUILDING FRONTAGE FACING A PUBLIC STREET: (_____ FT _____ IN)

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DISTANCE BUILDING SETS BACK FROM PUBLIC STREET/HIGHWAY: (_____ FT. _____ IN)

By making application for a sign permit I hereby agree to indemnify and hold the city and or county harmless for all damages, demands or expenses of every character which may in any manner be caused by the erection of this sign.

OWNER/AGENT SIGNATURE: _____

DATE: _____

OFFICE USE ONLY

IS A BUILDING PERMIT REQUIRED?: YES NO

APPROVED: CONDITIONALLY APPROVED: DENIED:

NOTES: _____

CONDITIONS OF APPROVAL: _____

REASON FOR DENIAL: _____

REVIEWED BY: _____

ZONING OFFICER