



P.O. Box 209 | 6 East Pennsylvania Avenue
 Lovettsville, VA 20180
 (540) 822-5788 www.lovettsvilleva.gov

Sign Permit Application

Property Owner Business Owner

FEE (UP TO THREE SIGNS): \$75.00 (\$25 FOR EACH ADDITIONAL SIGN)
 (TEMPORARY SIGN PERMIT IS \$25 FOR UP TO THREE SIGNS)

Name: _____

Name of Business / Organization: _____

Address (Mailing): _____ E-Mail: _____

Town/City: _____ State: _____ Zip: _____

Telephone: Work _____ Mobile _____ Fax _____

Contractor's Name (If Applicable): _____

SIGN INFORMATION

SITE ADDRESS: _____ ZONING DISTRICT: _____

LOT FRONTAGE (FT): _____ BUILDING FRONTAGE (FT.): _____

<u>SIGN ONE</u>	<u>SIGN TWO</u>	<u>SIGN THREE</u>
SIGN TYPE	SIGN TYPE	SIGN TYPE
<input type="checkbox"/> Monument <input type="checkbox"/> Pole Mounted <input type="checkbox"/> Portable <input type="checkbox"/> Projecting <input type="checkbox"/> Awning <input type="checkbox"/> Wall Mounted <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	<input type="checkbox"/> Monument <input type="checkbox"/> Pole Mounted <input type="checkbox"/> Portable <input type="checkbox"/> Projecting <input type="checkbox"/> Awning <input type="checkbox"/> Wall Mounted <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary	<input type="checkbox"/> Monument <input type="checkbox"/> Pole Mounted <input type="checkbox"/> Portable <input type="checkbox"/> Projecting <input type="checkbox"/> Awning <input type="checkbox"/> Wall Mounted <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary
SIGN HEIGHT _____	SIGN HEIGHT _____	SIGN HEIGHT _____
TOTAL SIGN AREA _____	TOTAL SIGN AREA _____	TOTAL SIGN AREA _____
EXTERNAL ILLUMINATION <input type="checkbox"/> YES <input type="checkbox"/> NO	EXTERNAL ILLUMINATION <input type="checkbox"/> YES <input type="checkbox"/> NO	EXTERNAL ILLUMINATION <input type="checkbox"/> YES <input type="checkbox"/> NO

PLEASE ATTACH:

- 1) A DETAILED DRAWING, SHOWING SIGN TEXT AND EXACT SIGN MEASUREMENTS AND DISTANCES FROM THE GROUND.
- 2) A DETAILED DRAWING OF THE PROPERTY, SHOWING THE SIGN IN RELATIONSHIP TO ALL STRUCTURES AND PROPERTY BOUNDARIES. YOU CAN USE AN EXISTING SUBDIVISION/DEED PLAT FOR THE MOST ACCURATE MEASUREMENTS AND DEPICTION OF IMPROVEMENTS ON YOUR PROPERTY.

NOTES

- NO SIGN MAY BE LOCATED IN ANY WATER OR SEWER EASEMENT OR WITHIN THE PUBLIC RIGHT OF WAY.
- SOME SIGNS, BECAUSE OF SIZE AND/OR DESIGN, WILL REQUIRE BUILDING PERMITS FROM LOUDOUN COUNTY. PLEASE TALK WITH TOWN STAFF OR THE LOUDOUN COUNTY BUILDING AND DEVELOPMENT DEPARTMENT FOR MORE INFORMATION.

I hereby certify that I am the property owner and to the best of my knowledge this application in all its parts, is complete, correct and in compliance with the applicable Town of Lovettsville Ordinances. I acknowledge responsibility for all engineering, legal, zoning and planning review fees incurred by the Town in connection with the review of this application, and all outstanding debts owed to the Town of Lovettsville and Loudoun County have been paid prior to filing this application.

Signature of Business Owner(s) Printed Name of Business Owner(s) Date

-----Office Use Only-----

Date Application Received _____ Application Complete _____ Application Fee Paid _____

Loudoun County Personal Property Taxes Paid _____ All Fees and Taxes Owed to Town Have Been Paid (Including Auto Decal) _____

APPROVED: YES NO

DATE: _____

 SIGNATURE OF ZONING ADMINISTRATOR

 (PRINT NAME)