



P.O. Box 209
6 East Pennsylvania Avenue
Lovettsville, Virginia 20180
(540) 822-5788

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): _____

SITE & SIGN INFORMATION

SITE ADDRESS: _____ ZONING DISTRICT: _____

LOT WIDTH (AT STREET): _____ FT. LENGTH OF BUILDING WALL TO WHICH SIGN IS ATTACHED: _____ FT.

SIGN ONE	SIGN TWO	SIGN THREE
SIGN TYPE (CHECK ALL THAT APPLY): <input type="checkbox"/> Freestanding <input type="checkbox"/> Wall-Mounted <input type="checkbox"/> Monument <input type="checkbox"/> Projecting <input type="checkbox"/> Canopy <input type="checkbox"/> Awning <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Temp. type (specify): _____ SIGN HEIGHT: _____ FT. # OF FACES: _____ TOTAL SIGN AREA: _____ SQ. FT. ILLUMINATION: <input type="checkbox"/> INTERNAL <input type="checkbox"/> EXTERNAL	SIGN TYPE (CHECK ALL THAT APPLY): <input type="checkbox"/> Freestanding <input type="checkbox"/> Wall-Mounted <input type="checkbox"/> Monument <input type="checkbox"/> Projecting <input type="checkbox"/> Canopy <input type="checkbox"/> Awning <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Temp. type (specify): _____ SIGN HEIGHT: _____ FT. # OF FACES: _____ TOTAL SIGN AREA: _____ SQ. FT. ILLUMINATION: <input type="checkbox"/> INTERNAL <input type="checkbox"/> EXTERNAL	SIGN TYPE (CHECK ALL THAT APPLY): <input type="checkbox"/> Freestanding <input type="checkbox"/> Wall-Mounted <input type="checkbox"/> Monument <input type="checkbox"/> Projecting <input type="checkbox"/> Canopy <input type="checkbox"/> Awning <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary Temp. type (specify): _____ SIGN HEIGHT: _____ FT. # OF FACES: _____ TOTAL SIGN AREA: _____ SQ. FT. ILLUMINATION: <input type="checkbox"/> INTERNAL <input type="checkbox"/> EXTERNAL

PLEASE ATTACH:

- 1) A DETAILED DRAWING OF THE SIGN, SHOWING COPY AND EXACT MEASUREMENTS (LENGTH, WIDTH, & HEIGHT ABOVE GRADE).
- 2) A SURVEY OR DRAWING OF THE PROPERTY, SHOWING THE LOCATION OF THE SIGN AND DISTANCES TO THE NEAREST PROPERTY BOUNDARIES. YOU CAN USE AN EXISTING SURVEY PLAT FOR THE MOST ACCURATE LOCATION OF PROPERTY LINES AND STRUCTURES. DRAW THE PROPOSED LOCATION OF THE SIGN ON YOUR PROPERTY IN RELATION TO THESE FEATURES.

NOTES:

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

I hereby certify that I am the business 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 Property/Business Owner(s)	Printed Name of Property/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: <input type="checkbox"/> YES <input type="checkbox"/> NO DATE: _____	_____ SIGNATURE OF ZONING ADMINISTRATOR	_____ ZA NOTES
---	---	--------------------------