



# Town of Altavista SIGN APPLICATION

PERMIT NO. \_\_\_\_\_

Sign Permit Fee: \$50

All applicants for a Sign Permit must be accompanied by a sketch of the proposed sign(s), drawn to scale showing the dimensions, height, and design of the sign and sign structure. If any freestanding sign is proposed, a plot plan must be provided showing the location of all existing and proposed freestanding signs on the lot and all adjacent lots.

BUSINESS/OWNER ESTABLISHMENT NAME: \_\_\_\_\_

PHYSICAL ADDRESS OF PROPOSED SIGN: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY OWNERS NAME & ADDRESS: \_\_\_\_\_  
(IF DIFFERENT FROM BUSINESS OWNER)

TAX MAP & PARCEL NUMBER: \_\_\_\_\_ LOT SIZE (ACRES/SQ.FT.) \_\_\_\_\_

CURRENT ZONING: R-1 R-2 C-1 C-2 M

CURRENT LAND USE: VACANT AGRICULTURAL RESIDENTIAL COMMERCIAL INDUSTRIAL

NEW       TEMPORARY       REPLACEMENT       OTHER: \_\_\_\_\_

NUMBER OF SIGNS: \_\_\_\_\_ Multiple Signs? YES NO IF YES, PLEASE LIST ON REVERSE SIDE.

WORDING OF SIGN: \_\_\_\_\_  
\_\_\_\_\_

USE OF SIGN: COMMERCIAL INDUSTRIAL RESIDENTIAL OTHER \_\_\_\_\_

TYPE OF SIGN: GROUND POLE WALL PROJECTING BANNER AWNING OTHER \_\_\_\_\_

SIGN MATERIALS: WOOD PLASTIC METAL NEON CLOTH BRICK MASONRY OTHER \_\_\_\_\_

WILL SIGN BE ILLUMINATED? Yes No      WILL SIGN BE LANDSCAPED? Yes No

DIMENSIONS OF THE SIGN: \_\_\_\_\_ FT. X \_\_\_\_\_ FT. = TOTAL AREA OF SIGN (SQ.FT.)\* \_\_\_\_\_

HEIGHT OF SIGN (FT.): \_\_\_\_\_ PROJECTION FROM WALL: \_\_\_\_\_

### FOR FREESTANDING SIGN STRUCTURES ONLY - SETBACK INFORMATION (FT.)

FRONT, FROM THE STREET RIGHT-OF-WAY? \_\_\_\_\_ FROM THE RIGHT PROPERTY LINE?

FROM THE PRIMARY BUILDING? \_\_\_\_\_ FROM THE LEFT PROPERTY LINE?

FROM THE SIDEWALK/CURB? \_\_\_\_\_ FROM THE REAR PROPERTY LINE?

HEIGHT SIGN WILL PROJECT ABOVE GROUND? \_\_\_\_\_ SIGN LOCATED IN THE TOWN RIGHT-OF-WAY? YES NO

NUMBER OF EXISTING SIGNS: \_\_\_\_\_ SQUARE FOOTAGE OF EXISTING SIGNS: \_\_\_\_\_

**MULTIPE SIGN INFORMATION**

	LOCATION & WORDING	SIGN DIMENSIONS (FT.)	SIGN TOTAL AREA (SQ.FT.)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

**CONTRACTOR INFORMATION**

STATE LICENSE No.: \_\_\_\_\_

SIGN COMPANY/APPLICANT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

*I HEARBY CERTIFY THAT I AM ACTING WITH THE KNOWLEGE AND CONSENT OF THE PROPERTY OWNER AND/OR BUSINESS OWNER TO THE REQUEST DESCRIBED ON THE APPLICATION. BY SIGNING BELOW, I AGREE THE INFORMATION PROVIDED ON THE APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE.*

\_\_\_\_\_  
BUSINESS OWNER/CONTRACTOR SIGNATURE DATE

*BY SIGNING BELOW, I CERTIFY I AM AWARE OF THE REQUEST SUBMITTED AND THE INFORMATION PROVIDED IS TRUE TO THE BEST OF MY KNOWLEDGE.*

\_\_\_\_\_  
PROPERTY OWNER SIGNATURE DATE

**FOR COMMUNITY DEVELOPMENT OFFICE USE ONLY**

Building Permit Required: YES NO

\*\*Campbell County Building Permits and Inspections | 85 Carden Lane | Rustburg, VA 24588 | (434)-332-9596

Sketch of Each Sign Attached?  YES  NO

FEE AMOUNT: \_\_\_\_\_ APPLICATION:  APPROVED  DENIED

\_\_\_\_\_  
ZONING ADMINISTRATOR SIGNATURE DATE