



Town of Altavista SIGN APPLICATION

PERMIT NO. _____

Sign Permit Fee: \$20

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