

Hanover County

Application and Procedures for

SIGN PERMIT



County of Hanover Department of Planning
7516 County Complex Road
P.O. Box 470
Hanover, VA 23069
(804) 365-6171 (804) 365-6540
www.co.hanover.va.us

SIGN PERMIT APPLICATION CHECKLIST

All sign permit application submittals must be complete, dated, signed and include the following:

1. Six (6) sets of elevations showing accurate dimensions and square footage of each sign submitted on the application
 2. Six (6) sets of a plat showing existing and proposed sign locations.
 3. Sign Permit Application Fee
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SIGN SPECIFICATIONS

Detached Signs

Detached signs require a separate sign permit application for each sign proposed. Each application submittal should include a drawing annotating the sign dimensions and the height measurement of the sign.

Wall Signs

Multiple wall signs for a site may be submitted on a single sign permit application. Detached signs cannot be listed on a wall sign permit and vice versa. Drawings should show sign dimensions and sign location on the building or canopy. In addition, the drawings should show measurements of the building, storefront or canopy on which the sign is placed. This is necessary for calculating maximum permitted sign area.

Fees

Detached Signs: The base fee for all detached signs is \$50 each plus \$0.50 per total square foot of sign area.

Wall Signs: For each sign permit application for walls signs, the base fee is \$50 plus \$0.50 per square foot of total sign area (i.e., add the total square footage of all wall sign submitted on a single sign permit application).



Hanover County

Application for Sign Permit

Office Use
Sign Permit #

Building Permit #

NOTICE: PLEASE COMPLETE ALL INFORMATION AS REQUESTED.
INCOMPLETE APPLICATIONS WILL BE RETURNED.

PLEASE SUBMIT THIS APPLICATION TO THE HANOVER COUNTY BUILDING INSPECTOR'S OFFICE.

PROPERTY INFORMATION

Name of Site _____

Address _____

GPIN (Tax Parcel) _____ Zoning _____

Planning Cases on Property (Site Plan#, Conditional Use Permit, Special Exception Permit) _____

Number of Uses on Lot _____

List uses on lot _____

(If 4 or more list "Shopping Center") _____

Owner: _____

Address: _____

Telephone Number: _____

Contractor (if different from owner): _____

Address: _____

Telephone Number: _____

SIGN INFORMATION

New Install _____ Reface Only _____ Reface & New Install _____

Number of signs to be installed: _____ Number of Signs to be Refaced _____

Type(s) of Sign(s): Detached _____ (Ground _____ Monument _____)

Wall _____ Marquee _____ Projecting _____

List Size(s) of Sign(s) in square feet: _____

Will Sign(s) be illuminated? Yes ___ No ___

Illumination Type: Direct ___ Indirect ___

Number of Existing Signs on Property: _____

Size(s) and type(s) of existing signs _____

Will, this sign replace an existing sign: Yes ___ No ___

If yes, specify which signs will be replaced: _____

Accompanying this application are **SIX (6) SETS** of the following:

1. A plat or drawing of the subject property showing locations of existing and proposed signage. Please indicate setbacks from property lines and entrances, and note which existing signs are to be retained. Please be advised that **NO SIGNAGE SHALL BE ERECTED WITHIN THE SIGHT DISTANCE TRIANGLE OR WITHIN ANY EASEMENT.**

Sight Distance Triangle. A triangular area created by measuring twenty-five (25) feet in both directions from the imaginary point of intersection of the rights of way of (2) public streets or the right of way of a public street and the edge of pavement of a private drive, then, connecting these points.

2. A detailed drawing of existing and proposed sign(s) including an accurate representation of each sign and, accurate dimensions, square footage and height of each sign. In addition, if the sign (wall sign) is to be installed on a building or structure (including canopies), provide the dimensions of the building or structure, including square footage.

- A BUILDING PERMIT **MUST BE OBTAINED FOR ALL PERMANENT SIGNAGE.** BUILDING PERMIT APPLICATION IS ATTACHED.
- THE SIGN PERMIT NUMBER MUST BE PROMINENTLY DISPLAYED ON THE SIGN.
- THE SIGN PERMIT FEE IS \$50.00 PLUS \$0.50 PER SQUARE FOOT OF SIGN AREA. EACH SIGN TYPE IS COMPUTED SEPARATELY.
- ALL SIGNS SHALL BE ERECTED WITHIN SIX (6) MONTHS FROM ISSUANCE OF THE SIGN PERMIT. IF NOT, THE SIGN PERMIT SHALL BECOME NULL AND VOID.
- ANY DEVIATION FROM THE INFORMATION PROVIDED ON THIS APPLICATION AND THE ACTUAL SIGN INSTALLATION SHALL CONSTITUTE A VIOLATION, AND THIS PERMIT WILL BECOME NULL AND VOID.

Issuance of a sign permit shall not be held to permit or to be an approval of the violation of any provision of any county ordinances and codes or any state laws.

I hereby acknowledge that I have read this application, know the same to be true, and agree to all county ordinances and state laws regulating sign construction and use.

APPLICANT'S SIGNATURE _____

DATE _____

NAME PRINTED _____

APPROVED BY: _____

DATE _____

Office Use	Fee	X \$50.00	+ \$0.50 X	Sq. Ft.	Fee Total	Paid
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