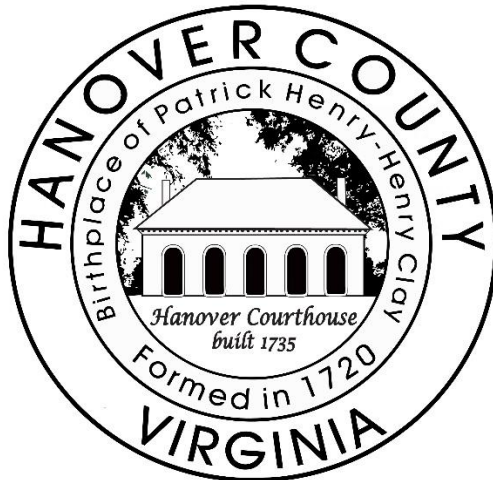


Applicant Guide for

# TEMPORARY SIGNS & SIGN REFACE



# HANOVER COUNTY

DEPARTMENT OF PLANNING

(804) 365-6171

[www.hanovercounty.gov](http://www.hanovercounty.gov)

Form Date: October, 2022

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This application is for use by all applicants for all temporary signs and refacing existing signage. **NOTE:** New permanent signage (wall mounted or free standing), requires a building permit, which may be obtained through Building Inspections.

Should you have any questions during the course of preparation of a plan for submittal, please contact the Planning staff at (804)365-6171. The staff is available to assist you with any questions or problems.

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# APPLICATION SUBMISSION PROCEDURES

This application may be submitted to the Hanover County Planning Department through Hanover County's Online Citizen Portal or in person. Please review the options carefully and follow the instructions for your desired method of submission.

Applications will be reviewed within one (1) business day to insure application is complete. Once reviewed the applicant will receive an email notification as to whether or not the application has been accepted.

## APPLY ONLINE

1. Go to <https://communitydevelopment.hanovercounty.gov/eTRAKiT/>
2. Create a public account if you do not already have one. ([Help Document](#))
3. Once Logged in, choose Apply for New Project
4. Follow the prompts
5. Upload the completed application and all required attachments, per the naming conventions outlined on the Required Attachments (See Page 5).
6. Once submitted, a staff member will review the application for completeness and request payment of applicable fees (may be done online). Please note that the sign permit will not be approved until fees are paid.

## All electronic sign permit submissions must conform to the following requirements or your application will be rejected:

- All documents must be submitted in Portable Document Format(PDF)
- Files must be unlocked or unprotected
- Elevations for all signage must provide all dimensions (Length, width (height if freestanding)
- Wall signage must show dimensions of wall to which the sign will be affixed.
- Freestanding signage applications must provide a plat/site plan showing accurate location.
- All text shall be readable, using True Type fonts, no smaller than 10 point or equivalent

## APPLY IN PERSON

1. Submit completed application with one copy of sign elevations and supplemental information to the Planning Department Front Desk, during normal business hours (M-F 8:30am – 5:00pm). Staff will review the application for completeness and request payment of applicable fees.
2. Payment may be made by cash, check (made payable to Hanover County), or credit card in the Treasurer's Office during normal business hours. Planning Staff will provide an invoice for payment at the time of application processing. Fees may also be paid online via credit card.

## FEE INFORMATION

Fees will be assessed by the Planning Department staff and will be invoiced to the applicant. All fees must be paid prior to the issuance of any permit.

Fees will be assessed as follows:

- Temporary freestanding signs - **\$50 per sign plus .50 cents per square foot of sign area**
- Temporary wall signs - **\$50 for all signs plus .50 cents per square foot of sign area**
- Refacing freestanding signs - **\$50 per sign plus .50 cents per square foot of sign area**
- Refacing wall signs - **\$50 for all signs plus .50 cents per square foot of sign area**

# APPLICATION FOR HANOVER COUNTY PLANNING DEPARTMENT

## Temporary Sign/Reface Permit

- For all new permanent signage, wall or freestanding, a building will be required please contact Building Inspections at (804) 365-6040.

**Temporary Sign**

**Reface**

Please fill out corresponding information regarding the type of sign permit you are submitting.

<b>Business or site name</b>			
<b>Building/Site Address</b>			
<b>Sign Contractor Name</b>			
<b># of Wall Temporary Signs</b>		<b># of Free Standing Temporary Signs</b>	
<b># of wall signs to be refaced</b>		<b># of Free Standing signs to be refaced</b>	
<b>Total sign area for all signage</b>			

**Designated Point of Contact for all correspondence:**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

**Applicant Acknowledgement**

*I hereby certify that the information I have proved is true to the best of my knowledge.*

Signature: \_\_\_\_\_

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

**Fee Acknowledgement**

I hereby acknowledge that this application is not complete until the payment for all applicable application fees has been received by the Hanover County Planning Department. The Hanover County Planning Department shall notify me by email (at the address listed below) of the applicable fee(s) at such time that they determine that the application is complete and acceptable. I acknowledge that I am responsible for ensuring that such fees are received by the Hanover County Planning Department within seven (7) days of the date of the notification email/letter. Non-payment of the fee will result in denial of the permit.

Signature: \_\_\_\_\_

Email Address to which notification letter is to be sent: \_\_\_\_\_

# REQUIRED ATTACHMENTS—

(NOTE: All items denoted with an asterisk (\*) must be submitted in order for application to be deemed complete.)

**ALL DOCUMENTS MUST BE UPLOADED IN .PDF FORMAT**  
**DO NOT USE SPECIAL CHARACTERS IN THE FILE NAME**

## All Signs

Document Type	File Naming Convention
Application*	AP Application DATE Example: AP Application 09.28.2021.pdf
<ul style="list-style-type: none"> <li>• Sign Elevations*</li> </ul>	AP Sign Elevations Example: AP Sign Elevations 1st 09.28.2021
Plat or Site Plan <ul style="list-style-type: none"> <li>• Property layout with sign location with dimensions from property lines and entrance.</li> </ul>	AP Plat Example: AP Plat 9.29.2021

# APPROVAL PROCESS FLOWCHART

### Submit Application for Approval

- Submit application and associated attachments online or in person
- Timeframe: An email notification will be sent to designated point of contact acknowledging acceptance of submitted application.

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### Agency Review for Compliance

- Sign permit will be reviewed within three (3) business days.
- Comments shall be provided in a timely manner if applicable.
- An email will be sent if any corrections are needed.

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### Approval or Denial of Permits

- Once permit fee is paid and the Staff determines that the submitted signage is approvable, you will receive an approved copy of your permit both by first-class mail and email.
- If Staff determines the submitted signage is not in compliance with the Hanover County Zoning Ordinance, the permit will be denied and the permit fee will be refunded. You will also be notified by first-class mail and email.