



COMMONWEALTH OF VIRGINIA
COUNTY OF CUMBERLAND

Internal Use Only

FILE # _____

RECEIVED _____

RECEIPT # _____

Sign Permit Application

Last revised: 4/19

1. Attachments Required:

- Sketch or plat showing the location of the sign(s) on the property; and
- Sketch of the sign showing dimensions such as length and width of sign area, height, the design and wording on the sign face

2. Property Owner (who currently owns the property?):

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: (____) _____ Fax #: (____) _____ Email: _____

3. Applicant (who is applying on behalf of the property owners?)

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: (____) _____ Fax #: (____) _____ Email: _____

4. Firm Creating Sign (if not created by property owner or applicant)

Firm Name: _____

Contact: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime Phone: (____) _____ Fax #: (____) _____ Email: _____

5. Sign Information

Property Address & Tax Map Parcel _____

Parcel Acreage & Zoning _____

Sign Location on Property _____

Replacing an existing sign? If so describe existing sign: _____

Will this sign require electricity? If so describe type of service needed (Note: A building permit will also be required, see Building Inspections Department):

Type of Sign (see Sec. 74-622 for listing)		
Wording on sign		
Total Height (from ground to top of sign)	_____ ft. from ground level	
Double-faced sign?	Yes / No	
Dimension of Sign (square footage of sign face)	_____ Ft. X _____ Ft. = _____ sq. ft.	
Distance from Property Lines	Front:_____ Sides:_____ Rear:_____	
Distance from centerline of any roadway	_____ ft. from _____ (route # or name of rd)	Sign cannot be in VDOT right of way
Illuminated?	Yes / No	Must be shielded and not produce glare onto adj. roads or properties

6. Certification

The undersigned hereby certifies that all information submitted with this application is complete, true and correct. I understand any errors and/or omissions may lengthen the time to process the request.

Print Name of property owner or authorized agent

Date

Signature of property owner or authorized agent

Date

7. Approval

I certify that the above sign(s) is (are) meeting all requirements of the Cumberland County Zoning Ordinance pertaining to signage.

Signature of Zoning Administrator

Date