



## Montgomery County, Virginia Application for Zoning Approval of Sign Permit

755 Roanoke Street , Suite 2A , Christiansburg , VA 24073

Telephone : (540) 394-2148 Fax: (540) 381-8897

Owner: \_\_\_\_\_ Applicant/Agent: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

### Property Information:

Name of Business \_\_\_\_\_  
911 Address for Property \_\_\_\_\_  
Tax Parcel Number: \_\_\_\_\_ Zoning Class: \_\_\_\_\_ ID Acct. \_\_\_\_\_

**Existing signage:** # of existing free-standing signs: \_\_\_\_\_ (Total Area sq.ft.) : \_\_\_\_\_

**Proposed Sign Details:** # of proposed free-standing signs: \_\_\_\_\_ On Premises (Yes/No) \_\_\_\_\_

**Activity:** \_\_\_\_\_ Alter \_\_\_\_\_ Erect \_\_\_\_\_ Move \_\_\_\_\_ Reface \_\_\_\_\_ Repair

**Use:** \_\_\_\_\_ Business \_\_\_\_\_ Gen. Advertising \_\_\_\_\_ Construction \_\_\_\_\_ Directional \_\_\_\_\_ Directory  
\_\_\_\_\_ Farm \_\_\_\_\_ Church \_\_\_\_\_ Identification \_\_\_\_\_ Home Occupation

**Type:** \_\_\_\_\_ Billboard \_\_\_\_\_ Fascia/Wall \_\_\_\_\_ Freestanding \_\_\_\_\_ Ground \_\_\_\_\_ Marquee  
\_\_\_\_\_ Monument \_\_\_\_\_ Pole \_\_\_\_\_ Portable \_\_\_\_\_ Projecting

**Size:** Area (sq. ft.) \_\_\_\_\_ Length (ft.): \_\_\_\_\_ Width (ft.): \_\_\_\_\_

**Freestanding/Monument only:** Height (ft.) \_\_\_\_\_ # of Supports: \_\_\_\_\_

**Structure Configuration:** Single Face \_\_\_\_\_ Face to Face \_\_\_\_\_ V-Shaped \_\_\_\_\_ Wall \_\_\_\_\_

**Illuminated:** Direct Light \_\_\_\_\_ Indirect Light \_\_\_\_\_ LED\* \_\_\_\_\_ Non-Sheilded Illum. \_\_\_\_\_ None \_\_\_\_\_

Other (describe) \_\_\_\_\_ \*LED Sign Area (Sq Ft) \_\_\_\_\_ (Required if LED chosen above)

**Sign Value:** \_\_\_\_\_

*I certify that the information supplied on this application and on the attachments provided is accurate and true to the best of my knowledge. I further understand a setback of ten (10) feet from all property lines is required .*

Owner's signature : \_\_\_\_\_ Date : \_\_\_\_\_

Applicant/Agent's signature: \_\_\_\_\_ Date : \_\_\_\_\_

**OFFICE USE ONLY :**

Date Received : \_\_\_\_\_

**The following was submitted:**

- 1. Scale drawing of sign.
- 2. Drawings of wall signs, which indicate placement on building.
- 3. Drawings of free-standing signs, which indicate height above grade and height of main structure on the premises.
- 4. Site plan showing location and set back distance of Free-Standing Sign(s).
- 5. Application Fee

Permit Number : \_\_\_\_\_

Conditions:

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Approved by : \_\_\_\_\_ Date : \_\_\_\_\_

**PERMIT NUMBER MUST BE PLACED IN THE LOWER RIGHT-HAND CORNER OF THE SIGN AND  
MUST BE READABLE FROM THE GROUND.**

Other county permits may be required :

- Building Permit\*
- Electric Permit\*
- Other: \_\_\_\_\_

\*Please contact the Building Inspections Department, 540-382-5750, for additional information.