



Application for Zoning Approval for a Sign

Version 2023.0523

Planning & Zoning Administration
 174 E. King Street, P.O. Box 351
 Strasburg, VA 22657
 (540) 465-9197 ext. 127

Permit #		
Applicant/Contractor Information		
Name	Company name	
Address	City/State	Zip Code
Email	Phone	
Contractors License #		
Site Information		
Owner/Business Name		
Address		
Road Frontage (for Freestanding Sign) or Building Face/Unit length (for Wall/Window Sign)		
Sign Information		
Sign type: Freestanding: <input type="checkbox"/> Wall: <input type="checkbox"/> Window: <input type="checkbox"/> Temporary: <input type="checkbox"/> Other: _____		
Dimensions: Height:	Width:	Sign Area:
Illumination: Internal: <input type="checkbox"/> External: <input type="checkbox"/> None: <input type="checkbox"/>		Setbacks (freestanding)
Owner/Applicant Signature		Date
This area to be completed by staff		
Business License Paid	Taxes Paid	This box for approval stamp
Use Permit #		
NOTES		

* See fee schedule for appropriate fees

How to calculate sign area

1. The square foot measurement of Lettering.



2. The square foot measurement of Lettering with a Logo.

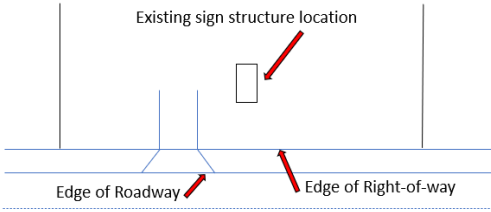





3. The square foot measurement of total sign with backdrop




Typically sign drawing showing sign and dimensions



Free Standing Sign Plans	
1. New Freestanding sign structures, include a drawing indicating	<ul style="list-style-type: none"> a. Plat indicating the location of the proposed sign to include setbacks, easements, and rights-of-way b. Engineered plan
2. Existing Freestanding sign structures, include a drawing indicating	<ul style="list-style-type: none"> a. The lot the sign is located on (aerial image of existing structure is acceptable) b. Plan showing the sign, include sign structure/material, dimensions, sign area in square feet, and contents c. Image showing the existing structure and the proposed new signage
Examples	
Site Location	Image of existing structure
	

Wall Sign Plans	
1. Wall sign, include a drawing indicating	<ul style="list-style-type: none"> a. Plan showing the lot, building and the location of the sign (aerial image of existing building is acceptable) b. Plan showing the sign structure/material, dimensions, sign area, and contents c. Plan showing the face of the building the sign is to be placed. Include the linear feet of the wall face.
Examples	
Multi-tenant building unit width measurement	
	
Single tenant building wall length	
	

Window Signs	
<p>1. Window sign, include a drawing indicating</p> <ol style="list-style-type: none"> a. Plan showing the proposed sign with dimensions including total window area in square footage b. Plan showing all exterior building faces of your business with window dimensions, total window area in square feet, and existing signage area in square feet 	
<p>All building faces</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>West Side</p>  </div> <div style="text-align: center;"> <p>South Side</p>  </div> </div> <p style="text-align: center;">Exterior Faces of Business</p>	
<p>Proposed sign and window</p> 	

NOTES:

1. For signs proposed in a Historic District, see the Town of Strasburg Historic District Design Guidelines. Signs in the Historic District are considered a major modification and require review by the Strasburg Architectural Review Board.
2. Please see the Zoning Ordinance for other requirements for signage.
3. See Section 4.19 of the unified Development Ordinance (UDO) for more information of requirements related to signage.
4. Signs for Yard Sale and Other Activities are exempt from permit. Signs shall not exceed five in number per yard sale or activity, and each sign shall not exceed six square feet. Such signs shall be freestanding signs. Such signs shall not be attached to utility poles or street signs or road signs. No such signs shall be erected more than 48 hours before the commencement of the sale or activity, and all such signs shall be removed within 24 hours after the sale or activity. Such signs are limited to no more than one (1) sign per site of such sale nor four (4) square feet in area per display surface.

Right to Appeal:

Unified Development Ordinance (UDO) Chapter 1 Section 19.4 A: An appeal to the Board (of Zoning Appeals) may be taken by any person aggrieved or by any officer, department, Board or bureau of the Town affected by any decision of the Zoning Administrator or from any order, requirement, decision or determination made by any other administrative officer in the administration or enforcement of Code of Virginia, 15.2-2280 et seq. or this UDO. The recipient has the right to appeal the notice of a zoning violation or a written order within 30 days in accordance with this section, and that decision shall be final and un-appealable if not appealed within 30 days. The appeal period shall not commence until a written determination is made. The appeal shall be taken within 30 days after the decision appealed from by filing with the Zoning Administrator, and with the Board, a notice of appeal specifying the ground thereof.