



City of Fredericksburg  
**COMMUNITY PLANNING & BUILDING DEPARTMENT**  
 715 Princess Anne Street / P.O. Box 7447  
 Fredericksburg, VA 22404  
 Telephone: (540) 372-1179

Permit # \_\_\_\_\_  
 Fee (\$25) \_\_\_\_\_

**Application for A-Frame Sign Permit (\$25.00 Fee)  
 In Public Right-of-Way**

1. The City of Fredericksburg regulates signs to ensure public safety, to protect property values and to maintain the visual attractiveness of the City and its environment.
2. A-Frame signs are not allowed without a permit.
3. **Only one (1) A-Frame sign is permitted per building.** Advertising space shall be subdivided as necessary to accommodate the number of businesses approved for the sign. Businesses with multiple access points onto public right-of-ways may be permitted one additional sign depending on site specific circumstances.
4. Sign must be freestanding.
5. Sign placement shall:
  - a. Allow clear access to curb ramps and cannot block private driveways, alleys or walkways.
  - b. Maintain at least a four (4) foot minimum pedestrian walkway along the sidewalk. Sign must allow for pedestrian movement and safety, including the ability to safely cross the street and safely enter and exit from cars and buses.
  - c. Be at least five (5) feet from a curb or curb ramp when next to an ADA accessible-only parking space.
6. Sign shall not exceed a maximum of four (4) feet in height and three (3) feet in width.
7. Sign shall be constructed of metal or wood (not grained plywood). Other materials, including plastic, are prohibited.
8. Sign lettering shall be professionally painted or applied vinyl letters and not consist of interchangeable letters with the exception of chalkboard lettering.
9. Sign may not be lighted or flashing in any manner. No attachments such as pennants, balloons, etc. are permitted.
10. Sign display is limited to the business' hours of operation.
11. Sign is the sole responsibility of the business owner. The business owner shall assume liability for claims, situations, or occurrences involving the sign. The City shall not be held liable for any incident arising as a result from a sign.
12. A sign not meeting all requirements is subject to enforcement action.
13. A sign in significant disrepair or that poses a hazard to pedestrians will be removed immediately.
14. Sign applicants shall sign a Hold Harmless and Indemnity Agreement with the City before a permit may be issued.

Name and Address of Business Owner: \_\_\_\_\_

Name and Address of Business: \_\_\_\_\_

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

**Sign specifications:** Height \_\_\_\_\_ Width \_\_\_\_\_ Frame Material \_\_\_\_\_

**Attach a sketch or photograph of the proposed sign, including its dimensions (height and width) and a tax map of the property (available from the Real Estate Division of the Commissioner of Revenue's Office, Room 107, City Hall 715 Princess Anne Street or City GIS) showing the proposed location of the sign on the sidewalk.**

**I fully accept and agree to comply with the above conditions. I understand that failure to comply with said conditions constitutes grounds for the City to revoke this sign permit and remove this sign.**

Signature of Business Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**Please submit complete application to the Planning Services Division, City Hall Room 209.**



## Hold Harmless and Indemnity Agreement

(Business Owner) \_\_\_\_\_ will defend, indemnify, keep and hold harmless the City of Fredericksburg, its Elected Officials, employees, and agents from all damages, judgments, expenses (including reasonable attorney fees) suffered because of the injury or the death of any person or persons, or because of damage to property that may arise out of, or as a consequence of A-Frame signage for (Name of Business) \_\_\_\_\_  
\_\_\_\_\_ located on City of Fredericksburg property at \_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_  
Name of Business Placing A-Frame Sign on City Property

\_\_\_\_\_  
Business Owner (*signature*)

\_\_\_\_\_  
Witness (*signature*)

\_\_\_\_\_  
Date

### *For Completion by the Community Planning & Building Department*

**APPROVED**

**DENIED**

Comments: \_\_\_\_\_

Development Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

This permit replaces previously approved A-Frame sign permits for this building.

## **B. A-Frame Sign in Public Right-of-Way**

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### **1. General Description**

One A-Frame advertising sign per building may be permitted in the public right-of-way to promote the economic well-being of the City.

### **2. Review Procedure**

- a.** Applicant submits an application, as provided by the office of the Development Administrator.
- b.** The Development Administrator reviews the application for completeness within fifteen (15) business days, and notifies the applicant if the application is not complete and describes the revisions necessary for resubmission.
- c.** The applicant has thirty (30) business days to revise and resubmit the application. Failure of the applicant to respond within the specified time shall be considered a withdrawal of the application.
- d.** Once determined complete, the Development Administrator will commence review.
- e.** If the application fails to comply with the review standards, the Development Administrator will notify the applicant and describe the revisions necessary for resubmission.
- f.** The applicant has thirty (30) business days to revise and resubmit the application or request the application be re-reviewed with no changes. Failure of the applicant to respond within the specified time shall be considered a withdrawal of the application.
- g.** Following the revision and re-submission of the application, if applicable, the Development Administrator will make a decision to approve or deny the A-Frame sign permit.
- h.** Appeals of the Development Administrator's decision may be taken to the City Manager.

### **3. Things to Know**

- a.** The City of Fredericksburg regulates signs to ensure public safety, to protect property values and to maintain the visual attractiveness of the City and its environment.
- b.** A-Frame signs are not allowed without a permit.
- c.** Only one A-Frame sign is permitted per building. Advertising space should be subdivided as necessary to accommodate the number of businesses approved for the sign. Businesses with multiple access points onto public right-of-ways may be permitted one additional sign depending on site specific circumstances.
- d.** Sign must be freestanding.
- e.** Sign placement must maintain at least a five (5) foot minimum pedestrian walkway along the sidewalk; must not obstruct pedestrian movement and safety, including the ability to safely cross the street, and safely enter and alight from vehicles without obstruction.
- f.** Signs placement must allow clear access to curb ramps, not block private driveways, alleys or walkways.

- g.** Maintain at least a four (4) foot minimum pedestrian walkway along the sidewalk. Sign must allow for pedestrian movement and safety, including the ability to safely cross the street and safely enter and exit from cars and buses.
- h.** Signs must not be within five (5) feet of a curb or curb ramp when next to an ADA accessible-only parking space.
- i.** Signs must be freestanding with a maximum of four (4) feet in height and three (3) feet in width.
- j.** Signs are to be constructed of metal or wood (not grained plywood). Other materials, including plastic, are prohibited.
- k.** Sign lettering shall be
  - (1)** Appropriate to the scale of the sign.
  - (2)** Professionally painted or applied vinyl letters and should not consist of interchangeable letters with the exception of chalkboard lettering.
- l.** Signs may not be lighted or flashing in any manner. No attachments such as pennants, balloons, etc. are allowed.
- m.** A-Frame signs are to be displayed only during the business establishment's hours of operation.
- n.** All A-Frame signs are the sole responsibility of the business owner. The business owner shall assume liability for claims, situations, or occurrences involving the sign. The City shall not be held liable for any incident arising as a result of a sign.
- o.** Signs not meeting all requirements are subject to enforcement action.
- p.** Signs in significant disrepair or that pose a hazard to pedestrians will be removed immediately.
- q.** Sign applicants shall sign a Hold Harmless and Indemnity Agreement with the City before a permit may be issued.

**4. Submittal Requirements**

The following checklist includes the submittal requirements for an A-Frame sign in the public right-of-way application:

1	Application is submitted to the office of the Development Administrator.	
2	Non-refundable application fee.	
3	Detailed plan or photos showing the sign location, dimensions, materials, and pedestrian accessibility.	
4	A Hold Harmless and Indemnity Agreement signed by the business owner.	
5	Point-of-contact information for one or more persons responsible for the placement and maintenance of the sign.	