



City of Fredericksburg
 COMMUNITY PLANNING & BUILDING DEPARTMENT
 715 Princess Anne Street/ P.O. Box 7447
 Fredericksburg, VA 22404
 Telephone: 540-372-1179 Fax: 540-372-6412

APPLICATION FOR SIGN PERMIT

Application Requirements:

1. All applications require a **\$60.00** deposit, due at time of submission. If within the Historic District, requires ARB approval and an additional \$60.00 fee is required, due at time of submission. The balance of the fee will be due with the issuance of the permit.
2. Three (3) copies of:
 - a. Building mounted signs:
 - i. Sign dimension and location details. (§72-34 and 72-59.6 by zoning district, including overlays)
 - ii. Support/attachment details and specifications.
 - b. Freestanding signs:
 - i. Sign dimension details. (§72-34 and 72-59.6 by zoning district, including overlays)
 - ii. Layout plan showing location and dimensions from property lines and existing free standing signs. (§72-59.5.B)
 - iii. Footer/foundation details and specifications. Sealed, engineered plans are required for signs above 8 feet in height.
3. For electronic variable message signs: certification letter. (§72-59.5.A)
4. For illuminated signs: photometric analysis or compliance note. (§72-58 and 72-59.5)
5. Newly installed illuminated signs require the submittal of an original [Tradesman Affidavit](#) form and attachments.
6. For new businesses, the application will not be approved prior to the submittal of applications for [Certificate of Zoning Use](#) and [Certificate of Occupancy](#).

Inspections:

Following installation of signage and prior to final inspection, photographic evidence of installation and UL listing shall be provided to the Building Services Division. Requests for final inspections should be called into the Building Services Division at (540) 372-1080.

Property Owner Information:

It is the owner's responsibility to ensure that any sign(s) proposed to be located within easements of any kind or around fire protection facilities, have the necessary authorization from the easement holder. If the City is the easement holder, the Department of Public Works must authorize the proposed structure within the easement. The City shall not be responsible for damage to signs that must be removed by an easement holder to access such easements or facilities.

I hereby certify that I have the authority to make the foregoing application, that the information provided is correct and that the construction will be in accordance with the plans and specifications provided and conform to the regulations of the City of Fredericksburg.

Owner's Name and Company Title (Print): _____

Owner's Signature: _____ Date: _____

Applicant Information:

I hereby certify that I have the authority to make the foregoing application, that the information provided is correct and that the construction will be in accordance with the plans and specifications provided and conform to the regulations of the City of Fredericksburg.

Applicant's Name (Print): _____

Applicant's Signature: _____ Date: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

Site Information: Location: _____ Zoning District: _____

Installer Information:

Contractor/Installer Name: _____ State License #: _____

Address: _____

Electrician: _____ Permit No: _____ or Existing Electrical: Yes _____

Existing Signage to Remain, Removed, or Replaced:

	Number of Signs	Area of Signs (square feet)	Area of Signs to be Removed (square feet)	Net Area of Signs to Remain (square feet)
Existing Building Mounted Signs				
Existing Freestanding Signs				

Proposed Signage:

Linear feet of building frontage occupied by subject business or applicant: _____

Type of Sign (Temporary / Freestanding / Building Mounted)	Illuminated Yes/No	Number	Dimensions of Sign	Area (square feet)

Total Cost:	Freestanding Signage - Total Square Feet: _____ Building Mounted Signage - Total Square Feet: _____
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For Completion by the Community Planning & Building Department

Approved by Development Administrator: _____ Date: _____

Approved by Building Services Division: _____ Date: _____

This permit grants permission under City Code §72-24 for a sign(s) on a property, based on information provided. The City is not responsible for determining who owns the property on which the sign(s) will be placed, or that all other permissions required to do so (for example, permission from anyone holding an easement on the property) are in place. Approval of the permit does not guarantee approval of a Certificate of Zoning Use or Certificate of Occupancy for the business.

Any person aggrieved by this decision may have the right to appeal to the Board of Zoning Appeals within 30 days of the date of this notice (Code of Virginia §15.2-2311). Such appeal shall be in writing to the Zoning Administrator, specify the grounds for the appeal and include an appeal fee of \$400 for individual single-family lots or \$600 for all other properties. This decision shall be final and unappealable if not appealed within 30 days.

If located in the Historic District:

Approved by ARB: _____ Date: _____

Deposit Fee: _____ **Sign Permit #:** _____ **BSD Permit#:** _____ **Date Received:** _____

S. Zoning Permit

1. General Description

The term “Zoning Permit” is the process used for review of several different application types, including:

By the Zoning Administrator:

- **Accessory Structure Permit** – A permit required for construction of any accessory structure subject to the standards in UDO Section 72-42.
<https://www.fredericksburgva.gov/documentcenter/view/340>
- **Antenna Structure Permit** – A permit required before to ensure that proposed antennas or other structures are permitted in the zoning ordinance and that they comply with all zoning requirements in the UDO.
<https://www.fredericksburgva.gov/Search?searchPhrase=Antenna%20Structures%20Permit%20Application&page=1&perPage=10>
- **Certificate of Zoning Use** – A document indicating that a proposed development or use complies with all zoning-related requirements in the UDO.
<https://www.fredericksburgva.gov/documentcenter/view/345>
- **Fence/Wall Permit** – A permit required for construction of any permanent fences or walls two or more feet in height subject to the standards in UDO Section 72-56.
<https://www.fredericksburgva.gov/documentcenter/view/7984>
- **Home Occupation Permit** – A permit required before a homeowner or renter may operate a business out of a residential dwelling, subject to the standards in UDO Section 72-42.6.D.
<https://www.fredericksburgva.gov/documentcenter/view/9889>
- **Homestay Permit** – A permit required before a property owner can use a residence for short term lodging rental, subject to the standards in UDO Section 72-42.6.E.
<https://www.fredericksburgva.gov/documentcenter/view/10528>
- **Temporary Use Permit** – A permit required prior to operation of a temporary use or installation of a temporary structure, subject to the standards in UDO Section 72-43.
<https://www.fredericksburgva.gov/documentcenter/view/360>

By the Development Administrator:

- **Sign Permit** – A permit required for installation of a sign, subject to the standards in UDO Section 72-59.
<https://www.fredericksburgva.gov/documentcenter/view/357>

By the Stormwater Administrator:

- **Land Disturbance Permit** – A permit required for all development located in the Chesapeake Bay Preservation Overlay District (CBPO) that will disturb 2,500 square feet or more of ground area in Resource Management Areas or 10,000 square feet or more in all other areas, subject to the standards in UDO Section 72-34.5.
<https://www.fredericksburgva.gov/documentcenter/view/7078>

2. Review Procedure

- a. Applicant submits an application and fee to the office of the Zoning Administrator, Development Administrator, or Stormwater Administrator, as appropriate.
- b. The Administrator reviews the application for UDO compliance within 15 days.
- c. The Administrator may approve, approve with conditions, or deny the application.
- d. Decisions of the Zoning Administrator may be appealed to the Board of Zoning Appeals within 30 days of the decision date in accordance with Code of Virginia Section 15.2-2311.

3. Things to Know

Certificates of Zoning Use

Certificates of Zoning Use are required for all forms of development, a new use, change in use, change in ownership (prior to obtaining a business license), or change in the business location. A Business License must be obtained from the Commissioner of Revenue before any nonresidential use begins to operate in the City.

Home Occupation Permit

Anyone conducting a home-based business must obtain a Business License from the Commissioner of Revenue after obtaining a Home Occupation permit from the Planning Office.

Signs

The design of signs in Historic Districts requires a Certificate of Appropriateness from the Architectural Review Board. The design of signs in the Princess Anne Gateway Corridor Overlay and Lafayette Boulevard Gateway Corridor Overlay require approval of the Development Administrator. Signs being erected, constructed, posted, painted, altered, or relocated require a sign permit. Applicants should check with the Development Administrator before modifying or adding any signage.

4. Submittal Requirements

Applications are available on the City's website or in the Planning Services Division and Building Services Division. Links to the applications are also available in Part 3 of this Procedures Manual.

Process Flow Chart **Administrative Permit**

