

# TOWN OF BLACKSBURG SIGN PERMIT APPLICATION

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

**NOTE:** All applications for a sign permit **MUST** be accompanied by:

1. A sketch of the proposed sign(s), drawn to scale showing the dimensions, proposed location, and method of anchoring.
2. An elevation drawing depicting the exact location of all existing signs, and proposed signs.
3. If a freestanding sign is proposed, a plot plan must be provided showing the desired location, the dimensions, and the method of anchoring.

1) Name of business to display proposed sign: \_\_\_\_\_

Address for proposed sign: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

2) Property owner (if different): \_\_\_\_\_ Phone number: \_\_\_\_\_

3) Is this property located in the Historic District? YES \_\_\_\_\_ NO \_\_\_\_\_ (If yes, additional review is required; a map can be accessed [here](#))

4) Sign installed by: Self \_\_\_\_\_ Other \_\_\_\_\_ (List company name, phone no. and agent): \_\_\_\_\_

5) Type of proposed sign: \_\_\_\_\_ ATTACHED \_\_\_\_\_ FREESTANDING \_\_\_\_\_ OTHER (description) \_\_\_\_\_

(If freestanding, refer to next page. A separate building permit must also be obtained through the Building Department)

Will the sign have electrical components? YES \_\_\_\_\_ NO \_\_\_\_\_

(If yes, a separate electrical permit must be obtained through the Building Department)

Will sign project over town right-of-way or sidewalk? YES \_\_\_\_\_ NO \_\_\_\_\_ Clearance above sidewalk: \_\_\_\_\_ ft.

(Signs may not project over 18" from building)

Will sign installation require a street/ lane/ sidewalk or trail closure? YES \_\_\_\_\_ NO \_\_\_\_\_

(If yes, a separate road closure permit must be obtained through the Engineering Department)

6) Building Façade/ Leased Area Measurements:

(length) \_\_\_\_\_ ft. (height) \_\_\_\_\_ ft. (sq. ft.) \_\_\_\_\_ Lot frontage on public street \_\_\_\_\_ ft.

7) Total area of face of proposed sign(s): \_\_\_\_\_ sq. ft.

8) Will you be removing existing signage or adding additional signage? REMOVING \_\_\_\_\_ ADDING \_\_\_\_\_

No. of related sign(s) existing on lot (exclude proposed sign(s)): \_\_\_\_\_ Total square footage of existing sign(s): \_\_\_\_\_ sq. ft.

If any of the proposed signs are freestanding (monument), indicate the setback of the proposed sign from the closest street right-of- way and the total height of the sign: Setback: \_\_\_\_\_ ft Total Height: \_\_\_\_\_ ft

Please describe how the sign(s) will be attached to the building or ground: \_\_\_\_\_

**UPON VACATION OF THE PREMISES, WITHIN SIX (6) MONTHS OF THE VACATION, THE APPLICANT SHALL REMOVE ALL SIGNS, SIGN SUPPORTS, AND ATTENDANT HARDWARE FROM THE PREMISES, UNLESS A NEW OWNER OR TENANT USES THE SIGN, SIGN SUPPORTS, OR ATTENDANT HARDWARE [Z.O. SEC 5510 (K)]**

I hereby certify that I am an authorized agent of the owner of the property where this sign is proposed, that this application is being made with the owner's full knowledge and consent, and that all signs installed under the terms of this permit shall conform to Article V, Division 5 (Signs) of the Town of Blacksburg Zoning Ordinance. I understand that if approved, this sign permit shall become null and void if the proposed sign(s) are not installed within six months of the date of the approval.

Owner/Tenant/ Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Review Fee (\$100.00) Date paid: \_\_\_\_\_

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

Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for denial: \_\_\_\_\_

If you have any questions about this form, please contact Lisa Browning, Zoning Inspector at 540-443-1300 or email [lbrowning@blacksburg.gov](mailto:lbrowning@blacksburg.gov).

---

**Sign Rules and Regulations**  
**Division 5 of the Town of Blacksburg Zoning Ordinance**

---

**Freestanding Monument Signs:** All freestanding signs (excluding directional signs) **must** have a base and meet the requirements of the following sections:

Freestanding Monument Signs (Section 5523 (e)): *Freestanding monument signs: Such signs shall be located a minimum distance of ten (10) feet from the edge of any public right-of-way, if the right-of-way is fifty (50) feet or more in width. Such signs shall be located a minimum distance of thirty-five (35) feet from the center line of any public right-of-way where the right-of-way is less than fifty (50) feet in width. Freestanding monument signs shall have a maximum height of eight (8) feet, monument style. Freestanding monument signs shall be located within a landscaped area which includes vegetative materials such as shrubs, trees, or flowering plants. This subsection shall not apply to neighborhood identification signs.*

Monument Sign Base Requirements (Section 5525): *The base of a monument sign is the structure or apparent structure in direct contact with the ground that supports or appears to support the message portion of a monument sign. All monument signs shall have a minimum base height of eighteen (18) inches and a maximum of four (4) feet. The width of the base shall not exceed twice the height of the total structure and shall not extend more than one (1) foot beyond either outside edge of the message portion of the sign. The minimum width of the base shall be one-half (½) the width of the message portion of the sign.*

\*\*The base may be made of any material of the applicant's choosing (ex: brick, stone, wood, etc)