



COMMONWEALTH OF VIRGINIA  
COUNTY OF CUMBERLAND

<b>Internal Use Only</b>	
FILE # _____	STAFF _____
RECEIVED _____	
COMPLETED _____	
FEE/Ck. # _____	
RECEIPT # _____	

**Sign Permit Application**

Form must be completed in ink, Pencil will not be accepted.  
Last revised: 7/7/2010

**1. Attachments Required:**

- Sketch or plat showing the location of the sign(s) on the property; and
- Sketch of the sign showing dimensions such as length and width of sign area, height, the design and wording on the sign face

**2. Property Owner** (who currently owns the property?):

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

*Note: If the property owner(s) as shown by the tax commissioner's office is (are) not the applicant, the owner's (owners') signed and notarized authorization(s) must accompany this application.*

**3. Applicant** (who is applying on behalf of the property owners?)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**4. Firm Creating Sign** (if not created by property owner or applicant)

Firm Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**5. Sign Information**

Property Address & Tax Map Parcel \_\_\_\_\_

Parcel Acreage & Zoning \_\_\_\_\_

Sign Location on Property \_\_\_\_\_

Replacing an existing sign? If so describe existing sign: \_\_\_\_\_

Type of Sign (see Sec. 74-622 for listing)		
Wording on sign		
Total Height (from ground to top of sign)	_____ ft. from ground level	
Double-faced sign?	Yes ..... No	
Dimension of Sign (square footage of sign face)	_____ Ft. X _____ Ft. = _____ sq. ft.	
Distance from Property Lines	Front: _____ Sides: _____ Rear: _____	
Distance from centerline of any roadway	_____ ft. from _____ (route # or name of rd)	Sign cannot be in VDOT right of way
Illuminated?	Yes ..... No	Must be shielded and not produce glare onto adj. roads or properties

## 6. Certification

\*If signatory is not owner of record, the attached "Owner/Agent Agreement" must be signed and notarized.

**The undersigned hereby certifies that all information submitted with this application is complete, true and correct. I understand any errors and/or omissions may lengthen the time to process the request.**

\_\_\_\_\_  
Print Name of property owner or authorized agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of property owner or authorized agent

\_\_\_\_\_  
Date

## 7. Approval

I certify that the above sign(s) is (are) meeting all requirements of the Cumberland County Zoning Ordinance pertaining to signage.

\_\_\_\_\_  
Signature of Zoning Administrator

\_\_\_\_\_  
Date