



## Application to Alter, Erect, Reface, or Relocate a Permanent Sign

(A separate application is required for each sign)

**Fee: \$ \_\_\_\_\_**

(in accordance with the current [Fee Schedule](#))

Make check payable to PWC

Date  
Stamp

ZNA _____
Planner: _____
Date: _____

<b>Applicant/ Contractor Information</b>	Name		Company Name	
	Mailing Address		City/State	Zip Code
	Email		Phone	

Site Address Assigned by Mapping Office (GIS)		
GPIN (Grid Parcel Identification Number)	Zoning District	Highway Corridor Overlay District (HCOD)
Development Name		
Identify Sign Message (letters, words, numerals, figures, logos, devices, emblems, pictures)		

**FILL IN THE APPROPRIATE BOXES FOR THE TYPE OF SIGN**

Freestanding Sign		Façade Sign	
New		New	Front Wall
Reface		Reface	Side Wall
Other: _____		Canopy or Awning	Rear Wall
Sign Dimensions (h x w)	___ ft x ___ ft	Sign Dimensions (h x w)	___ ft x ___ ft
Sign Area (sq.ft.)		Sign Area (sq.ft.)	
Height of Sign (feet)		Sign Projection from building (inches)	
Setback from public right-of-way or property line to the closest edge of the sign (feet)		Building façade length (feet)	
Setback from the closest property line to the closest edge of the sign (feet)		Unit façade length (feet)	
Public street frontage (feet)		Distance from HCOD right-of-way (feet)	

Illumination:    Internal    External    None

**Information to be completed by Staff**

Fee Amount: \$ _____	Deposit for Temporary Sign: \$ _____	Received by: _____
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**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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## SIGN PERMIT APPLICATION REVIEW PROCESS

**Step 1:** For **PERMANENT FREESTANDING SIGNS ONLY:** A GIS address validation is required as the first step to obtain a sign permit. In order to complete this step, submit a completed [Freestanding Sign Address Validation Questionnaire](#) along with a sign plan indicating the location of the sign(s), and image of what the signs will display. A copy of the completed address validation will be sent via email to you and the Zoning Administration Division of the Planning Office. For wall sign applications, skip this step and start with Step 2 below.

**Step 2:** Application is received, a case number is assigned, and application is dispatched to zoning staff for review.

**Step 3:** Quality control review (QCR) is completed by staff.

**Step 4:** When all of the information required by the sign permit application check list is provided, the case is accepted for the first review cycle. If no issues are identified during the review cycle, the application is approved and forwarded to the Building Development Services (BDS) permit counter for building and electrical permit review. If issues are identified, the applicant will be notified in writing. After all issues are resolved, the application can be approved. If after four (4) review cycles the issues are not resolved the application will be denied.

**Step 5:** After review and approval of the building and electrical permit applications by BDS, the permit will be available for pick-up at the BDS permit counter. Applications for a sign *reface* which do not require a building or electrical permit will be available for pick-up from the zoning permit counter.

**Step 6:** Within seven (7) days after the sign installation date the applicant shall submit the original notarized "Affidavit for Sign Installation" attached to the sign approval letter to the Zoning Administration Division.

### **Notes:**

- Sign applications shall not be accepted for review without a certificate of zoning approval for occupancy of a tenant space and without an approved site development permit for a residential project development.
- Sign permit applications will be reviewed in the order submitted.
- All signs shall be reviewed in accordance with the provisions set forth in **Part 100 and Section 32-250.20 of the Zoning Ordinance** and/or sign provisions approved by the Prince William County Board of Supervisors with **a proffered rezoning or a special use permit.**
- All sign regulations are subject to interpretation by the Zoning Administrator.
- Prince William County is not responsible for any delays in processing the application if the information is found to be inadequate or incomplete.
- Applications for new signs and refaced signs (if the existing sign structure or electrical outlet is modified and/or relocated) will be forwarded to Building Development Services (BDS) after approval by Zoning Administration.
- Fees are NOT refundable if an application is denied.
- Sign permit, building permit, and electrical permit application forms are available for pick up at the Early Assistant Desk located in the Development Services Building at 5 County Complex, Prince William, Virginia, 22192 or online at: [www.pwcva.gov/zoning](http://www.pwcva.gov/zoning).

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## SIGN PERMIT APPLICATION CHECKLIST

### PRINCE WILLIAM COUNTY PLANNING OFFICE ZONING ADMINISTRATION DIVISION MINIMUM SUBMISSION REQUIREMENTS

The following information is necessary to review an application to alter, erect, reface or relocate a sign. Omission of any of the required items will result in the application not being accepted for review. **The completed check list must be submitted with each application. Additional information may be required, during the review process, after acceptance of the application.**

**FOR PERMANENT FREESTANDING SIGNS ONLY** submit a [Freestanding Sign Address Validation Questionnaire](#) with required documents. There is no fee for the address validation.

**Fees:** For each location, submit a separate check for zoning approval in accordance with the current [fee schedule](#). If more than one sign application is submitted for each site, one check may be submitted for the total amount. Fees and deposits are required upon submission of the application. Checks should be made payable to Prince William County or PWC. Credit cards are accepted.

Submit the sign permit application **for each** sign with all required information.

Submit a letter of approval for the proposed signs from the property management company or the property owner and, if applicable, from an ARB (Architectural Review Board). Each approval letter and sign drawing must be signed by an authorized person.

Submit a building permit application form with the sign permit application (except for refacing when no modification to the structure is proposed and/or the sign is not going to be relocated).

For illuminated signs, submit an electrical permit application form with the sign permit application (except for a refacing when no modification to the electrical outlet is proposed).

For the refacing or replacing of an existing sign, submit a dated photograph of each sign at its existing location.

Submit **three (3) copies** of a sign design drawing showing the following:

- Sign dimensions
- Location of the sign
- Length of building or unit façade on which the sign will be mounted
- Projection from building (maximum of 18 inches)
- Type of illumination, if applicable
- Color (background, font, logo)
- Identify sign lettering or content (including logo, if applicable)
- Installation method

For free-standing signs and for all façade signs located within a Highway Corridor Overlay District (HCOD), submit **three (3) copies** of the approved overall site plan sheet or any other plan in original size (to scale) showing the following:

- Setback of each free-standing sign from property lines.
- Identify the HCOD right-of-way and its distance from the free-standing sign, building or unit on which the sign will be mounted.