



**Town of Warsaw**  
78 Belle Ville Lane  
Warsaw, Virginia 22572  
Phone: (804) 333-3737 Fax: (804) 333-3104  
www.townofwarsaw.com

Office Use:  
Date \_\_\_\_\_  
Tax Map # \_\_\_\_\_  
Zoning District \_\_\_\_\_  
SP \_\_\_\_\_

## SIGN PERMIT APPLICATION

### Applicant<sup>1</sup>

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Property Owner

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

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Sign Contractor

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

If installing a lit sign, please provide the contractor's License Number: \_\_\_\_\_

### Proposal Information<sup>2</sup>

Address (or location description): \_\_\_\_\_

Tax Map: \_\_\_\_\_ Deed Book and Page #: \_\_\_\_\_

Acreage: \_\_\_\_\_ Zoning (attach any existing conditions or proffers): \_\_\_\_\_

Property Doing Business As: \_\_\_\_\_

1. Any application deemed incomplete by staff will not be accepted.
2. Any sign altering a structure or adding/updating electrical may require Richmond County permits & approval.



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## Sign Information

	<u>Sign Type</u>	<u>Square Feet</u>	<u>Width</u>	<u>Height</u>
Sign 1	_____	_____	_____	_____
Sign 2	_____	_____	_____	_____
Sign 3	_____	_____	_____	_____

Street Frontage (width) of business space in feet \_\_\_\_\_

Street Frontage (width) of building in feet \_\_\_\_\_

Are other signs currently displayed on the same building?  Yes  No

If "Yes", please provide the size of each existing building sign that is to remain.

Width \_\_\_\_\_ Height \_\_\_\_\_

Width \_\_\_\_\_ Height \_\_\_\_\_

If a projecting sign, clearance from sidewalk: \_\_\_\_\_ feet

What materials will be used? \_\_\_\_\_  
 \_\_\_\_\_

Will the sign be illuminated?  Yes  No

Please attach a sketch of sign(s) and samples showing the following:

- Dimensions of sign
- Lettering style and size
- How colors will be used
- Photo showing building and adjoining structures
- Exact wording layout of sign
- Paint samples
- Style of bracket, stand, and/or awning



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**THIS SECTION TO BE COMPLETED BY STAFF ONLY**

**Application Fee: \$25.00** Amount Paid: \_\_\_\_\_ Sign Permit Number: \_\_\_\_\_

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Applicant name: \_\_\_\_\_ Tax map number: \_\_\_\_\_

**\*2 or more proposed signs- \$50.00**

**Staff Review**

Approved

Denied

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Agent of Town of Warsaw

\_\_\_\_\_  
Date