



Temporary Sign Permits are required prior to the installation of signs.

Sign Permit Guidelines

1. Only fully completed applications are accepted.
2. Three (3) set of graphics, no larger than 8.5" x 14" (legal size paper) must include line drawing with dimensions, elevation view, site plan showing location of sign.
3. 1972 Zoning Ordinance - **Both sides** of two-sided sign count toward total square foot area.
4. Revised 1993 Zoning Ordinance - Measurement from one side only.
5. There is a five foot (5') Minimum Sign Setback From Right Of Way (R.O.W.). (See Note 2)
6. There is an Eight foot (8') Maximum Sign Height. (See Note 3)

Notes:

1. Permit limited to 120 days within a twelve (12) month period. Dates of sign display, which do not have to be consecutive, included with zoning permit.
2. Signs must be properly secured and not impede visibility at intersections pursuant to Section 5-300. (See below)
3. Signs shall be removed prior to permit expiration.

Section 5-300 Visibility at Intersections. For protection against traffic hazards, no impediment to visibility shall be placed, allowed to grow, erected or maintained within visibility triangles described as follows:

- (A) **At Street Intersections.** The apex is at the intersecting right-of-way lines, the sides are 25 feet in length, and the base runs through the lot; material impediment to visibility shall not exceed 3 1/2 feet in height.
- (B) **At Driveway or Alley Intersection With Streets.** The apex of the triangle is at the intersection of the street right-of-way line with the edge of the driving surface of the driveway or alley nearest to the approaching traffic lane, the side of the triangle coterminous with the street right-of way line is twenty-five (25) feet in length, the side of the triangle coterminous with said edge of driveway or alley is twenty (20) feet in length, and the base runs through the lot; material impediments to visibility shall not exceed two (2) feet in height.
- (C) **Exceptions.** Where terrain features present substantial obstacles to provision and maintenance of such visibility triangles, the Zoning Administrator may permit the provision and maintenance of lesser visibility clearance, but such clearance shall be the maximum which is reasonably practicable to provide and maintain. The provisions of (A) and (B) above shall not apply in County designated historic districts if the HDRC finds that a waiver of said provisions is necessary to maintain the integrity of the historic district, and vehicular and pedestrian safety is maintained.



Loudoun County
 Department of Building & Development
 1 Harrison Street S.E., P.O. Box 7000, Leesburg, VA 20177-7000
 (703) 777-0220 www.loudoun.gov/buildingpermits

Temporary Sign Permit Application

Temporary Sign Permit Application Fee is - \$10.00

Date _____

Proposed Sign Information:

Sign Information (what does the sign say) _____

Applicant's Information:

Printed Name Of Applicant _____

Phone Number _____

E-Mail _____

When Ready
 Mail Pick-Up

Check One Mailing Address _____ City _____ State _____ Zip Code _____

SIGN DESIGN	Sign Design #1	Sign Design #2	Sign Design #3
Number of Signs			
Sign Dimensions (' - ") or (ft - in)			
Total Square Feet			
Sign Height (Max 8 ft) (' - ") or (ft - in)			

Please attach a list of all properties on which signs are to be located. Include the following information:

- Map with general information on sign(s) locations.
- Sketch, drawn to scale, of the sign(s) to be erected.

I affirm that the signs to be erected on the land herein described are in accordance with Sections 5-300 and 5-1200 of the Revised 1993 Loudoun County Zoning Ordinance and/or Section 523 of the 1972 Loudoun County Zoning Ordinance.

I affirm that no signs authorized under this permit shall be located on trees, fences, public utility poles, highway signs, and in State or public right-of-ways. None of these signs shall be illuminated.

Permit limited to 120 days within a twelve (12) month period. Dates of sign display, which do not have to be consecutive, included with zoning permit. Signs shall be removed prior to permit expiration. Signs must be properly secured and not impede visibility at intersections pursuant to Section 5-300.

Applicant's Signature _____

Date _____

Signature affirms that the proposed sign is in accordance with the appropriate sign regulation sections of the Loudoun County Zoning Ordinances or approved Zoning Modifications for Comprehensive Sign Plans

OFFICE USE ONLY

THIS SIGN PERMIT IS GRANTED DENIED FOR THE SIGN PROPOSED ON THIS APPLICATION

SIGNATURE OF ZONING ADMINISTRATOR OR DESIGNEE _____

DATE _____

SIGN PERMIT NUMBER _____