

Sign Development Plan (SIDP)
Sign Development Plan (or revision) – 1972 Zoning Ordinance (ZMOD)
Sign Development Plan Revision (SPMI)

Prior to Official Submission

PRE-APPLICATION CONFERENCE

Loudoun County Zoning Ordinance Section 6-1304 Prior to filing an application, an Applicant shall meet with the Planning Staff to discuss the Applicant's proposal and the procedures or substantive requirements of this Ordinance. The pre-application conference may be waived by the Director of Planning in cases where such waiver is not anticipated to affect the submission or review of the proposed application.

A request for a pre-application conference, or to waive the pre-application conference, shall be made in writing to the Director of Planning using the Pre-Application Conference Application Form. No matters discussed at said meeting shall be binding on either the Applicant or the County. (Not required for a 1972 Zoning Ordinance sign modification.)

WAIVER OF SUBMISSION REQUIREMENTS

The requirement for specific checklist information may be waived by the Director of Planning if requested by the Applicant. A copy of the Director's waiver needs to be included in the submission package. Waiving a checklist requirement does not preclude staff from requesting the same material should the need arise during their review.

Application Submission

DATE OF SUBMISSION

For applications received after 12:00 PM on Thursday, the checklist review schedule timeline shall not start until the following Monday, or if Monday is a holiday, the next regular business day.

COMPLETE APPLICATION REQUIRED AT SUBMISSION

Checklist review shall not commence unless a complete application is submitted. A complete application includes all minimum submission materials, studies and documents on this Checklist of Minimum Submission Requirements.

The Applicant shall provide an original signed copy and 3 paper copies of all submitted materials to begin checklist review. All plats or plans shall be folded to a size of approximately 8 ½" x 11" with the title block visible.

APPLICATION RESUBMISSION

Any resubmission will require that all materials be included in the resubmission package unless otherwise instructed.

Fee Information

Only when notified that the application is ready to accept, shall the Applicant submit the current application fee. (See www.loudoun.gov/planning, Legislative Application Information and Forms / Fee Schedule.)

Checklist of Minimum Submission Requirements Sign Development Plan (SIDP) or Revision (SPMI)

	Provided	Waived ¹
A. <u>LAND DEVELOPMENT APPLICATION FORM</u> Provide standard County form.	[]	
B. <u>DISCLOSURE OF REAL PARTIES IN INTEREST</u> Provide completed disclosure form(s). To be provided prior to posting the property for Planning Commission Public Hearing.	[]	
C. <u>MAILING LABELS</u> The applicant must submit one (1) set of pre-printed address/ mailing labels with addresses and MCPI numbers and owners' names of all abutting property and all property immediately and diagonally across the street or road from the property, including those parcels which lie in other localities of the Commonwealth. In addition, if any portion of the property which is the subject of the zoning map amendment is within a planned development district then, the mailing labels shall include the address of the incorporated property owners' association existing within the planned development district that has members owning property within 2,000 feet of the subject property.	[]	
D. <u>STATEMENT OF JUSTIFICATION</u> Provide a written Statement of Justification with date and/or revision date addressing how each sign proposed by the Sign Development Plan would: 1) Assist motorists, bicyclists and/or pedestrians in finding a location without difficulty or confusion; 2) Clearly identify places of business or communities, while avoiding unnecessary redundancy; 3) Demonstrate compatibility with, and be subordinate to, the structures and land uses referenced by the sign; 4) Address impacts to the night sky; 5) Incorporate energy efficient measures, where possible; and 6) Provide a sufficient number of graphic messages or displays without creating competing demands for visual attention.	[]	[]
E. <u>SIGN DEVELOPMENT PLAN</u> Submit a plan at a scale sufficient to evaluate zoning compliance. To facilitate review the Sign Development Plan shall include at a minimum, the boundary of the project, location of each of the proposed signs as they relate to planned or approved buildings, parking areas and travel ways within the project. <i>Note that for purposes of clarity, features may be depicted on separate sheets.</i>	[]	[]
F. <u>DESCRIPTION OF SIGNS</u> Provide a description of each of the various sign types proposed, including directional and informational signs, if any, to include the design, materials, colors, and illumination, to be used to achieve a complementary system of signs and graphics.	[]	[]

1. Checklist Items A, B and C cannot be waived.

	Provided	Waived
<p>G. <u>SIGN REQUIREMENTS MATRIX</u> Provide a table based on the Sign Requirements Matrix in the <u>Revised 1993 Zoning Ordinance</u>, Section 5-1204(D) or, if applicable, Section 523 in the <u>1972 Zoning Ordinance</u> that compares the Ordinance standards and proposed changes.</p> <p><i>In the case of an amendment to an approved Sign Development Plan, use the comparison table approved with the originally approved Sign Development Plan to depict the proposed amendments.</i></p>		

Checklist Completion / Application Acceptance

ACCEPTANCE

Upon acceptance of the application for review the Applicant will be required to provide electronic versions, in .pdf format, of all submission materials.

Upon acceptance the Applicant will be asked to submit additional paper copies of the accepted documents and plats. The number of copies will be determined by staff.

FEE

Only when notified that the application is ready to accept, shall the Applicant submit the current application fee.

Sign Development Plan (SIDP) or ('72 ZMOD)	\$5,120.00
Sign Development Plan Revision (SPMI)	\$1,870.00
Comprehensive Sign Plan Revision ('72 ZMOD)	\$2,285.00

Project Name: _____

MCPI #(s): _____

Signature of Applicant/Authorized Agent: _____ Telephone No: _____

By signing this form the Applicant agrees to abide by the scheduling, procedures and requirements of the checklist review process outlined on this form and within Article 6 of the Revised 1993 Zoning Ordinance, as amended or, if applicable, Article 12 of the 1972 Zoning Ordinance.