



Zoning Compliance Permit (Signs) Application Form

801 Crawford Street, Portsmouth, Virginia 23704

www.portsmouthva.gov/planning/

- Notes:**
1. Most forms of development require the review and approval of a zoning compliance permit prior to the issuance of a building permit, business license, or certificate of occupancy.
 2. The Zoning Compliance Permit (Signs) Application Form is a separate form used for the review and approval of all signs and signage.
 3. In all historic districts and downtown districts (D1 and D2), please discuss your construction project with Planning staff before beginning a project.

1. General Project Information

| | |
|---|---|
| Project Address: | |
| Tax Parcel Identification Number: | |
| Type of Work Proposed: | <input type="checkbox"/> New <input type="checkbox"/> Temporary <input type="checkbox"/> Sign Re-Face <input type="checkbox"/> Alteration |
| Square Feet of Existing Signs/Billboards: | |
| Proposed New Square Feet of Signs: | |
| Value of Work (dollars): | |
| Street Frontage (feet): | |

2. Type of Sign – Check Only One

| | |
|---|---|
| <input type="checkbox"/> Wall Sign | <input type="checkbox"/> Projecting Sign |
| <input type="checkbox"/> Flat Wall Sign | <input type="checkbox"/> Free-Standing Sign |
| <input type="checkbox"/> Awning/Canopy | <input type="checkbox"/> Auxiliary Sign(s) |
| <input type="checkbox"/> Banners | <input type="checkbox"/> Billboard |

3. Sign Attributes Information

| | |
|--|---|
| Dimensions (length x width)(feet): | |
| Sign Area (square feet): | |
| Height Above Grade (measured to the top of the sign)(feet): | |
| Illumination (please check): | <input type="checkbox"/> None <input type="checkbox"/> Internal <input type="checkbox"/> Back-lighted |
| Wall Sign Only – Length of wall upon which the sign is to be installed (feet): | |

Project Address:

Tax Parcel Identification Number:

3. Submittal Requirement Checklist

(Submittals should include 2 copies of listed items, unless otherwise stated.)

| | |
|--------------------------|--|
| <input type="checkbox"/> | Master Development Application Form |
| <input type="checkbox"/> | Zoning Compliance Permit Application Form |
| <input type="checkbox"/> | Copy of an approved Certificate of Appropriateness (COA) if located within the D1 Downtown district or within a historic district |
| <input type="checkbox"/> | Copy of an approved Certificate of Compliance (D2) if located within the D2 Uptown district |
| <input type="checkbox"/> | Application fee as established in the Portsmouth Fee Schedule identified in Appendix D of the Portsmouth Development Procedures Manual |
| <input type="checkbox"/> | Description of existing use(s) of the site |
| <input type="checkbox"/> | Description of the proposed use of the site |
| <input type="checkbox"/> | Site zoning, including subdistrict, overlay, or street frontage type, if applicable |
| <input type="checkbox"/> | Use Permit case number (if applicable) |
| <input type="checkbox"/> | Conditional Rezoning case number (if applicable) |
| <input type="checkbox"/> | Approved Variance Permit case number (if applicable) |
| <input type="checkbox"/> | Notes and details related to an administrative adjustment or alternative form of compliance, if requested (this requires an additional application form) |
| <input type="checkbox"/> | Graphic depiction of site, existing or proposed buildings, and locations of all proposed signage |
| <input type="checkbox"/> | Position of all signs and foundation plan for freestanding signs |
| <input type="checkbox"/> | Elevation drawing of each sign proposed |
| <input type="checkbox"/> | Dimensions and heights of all existing signs on the building and site |
| <input type="checkbox"/> | Landscaping proposed around ground-based signs |
| <input type="checkbox"/> | A photo or drawing of the sign |
| <input type="checkbox"/> | A photo indicating the sign location on the building or site |
| <input type="checkbox"/> | Any additional information determined to be necessary by the Planning Department |



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Master Development Application Form

www.portsmouthva.gov/planning/

- Notes:**
- All applications require the submission of this Master Development Application Form and the submission of a Specific Procedure Review Form for the proposed activity. Only one Master Development Application Form is required for each project, regardless of the number of actions, permits, or reviews required.
 - No action will take place, nor will the request be placed on any agenda, if staff determines that the application is not complete.
 - No application will be processed while violations exist on the property or if there are outstanding fines, taxes, liens, or other fees owed to the City of Portsmouth.
 - A Certificate of Appropriateness is required prior to any activity in the D1 Downtown District or any Historic District (i.e., Olde Towne, Port Norfolk, Park View, Cradock, or Truxtun). See staff prior to application. A Certificate of Compliance (D2) is required prior to any activity in the D2 Uptown District (Form-Based Code).

1. General Project Information

| | |
|-----------------------------------|--|
| Project Address: | |
| Tax Parcel Identification Number: | |
| Lot Area (in square feet): | |
| Zoning District: | |

2. Proposed Activity – Please check all that apply

(PC) = A preapplication conference must be completed prior to submission of the Master Development Application Form.

| | |
|---------------|--|
| Proposed Use: | |
|---------------|--|

Check all permits or reviews that apply:

| | | |
|---|--|---|
| <input type="checkbox"/> Zoning Verification Request | <input type="checkbox"/> Use Permit (PC) | <input type="checkbox"/> Variance Permit (PC) |
| <input type="checkbox"/> Building Permit | <input type="checkbox"/> Zoning Compliance Permit | <input type="checkbox"/> Zoning Compliance Permit (Signs) |
| <input type="checkbox"/> Temporary Use Permit | <input type="checkbox"/> Certificate of Occupancy | <input type="checkbox"/> Zoning Map Amendment (PC) |
| <input type="checkbox"/> Certificate of Appropriateness | <input type="checkbox"/> Type I Development Plan | <input type="checkbox"/> Minor Subdivision |
| <input type="checkbox"/> Certificate of Compliance (D2) | <input type="checkbox"/> Type II Development Plan (PC) | <input type="checkbox"/> Major Subdivision (PC) |
| <input type="checkbox"/> Wetland Permit | <input type="checkbox"/> Interpretation Request | <input type="checkbox"/> Subdivision Exception |
| <input type="checkbox"/> Flood Plain Certificate | <input type="checkbox"/> Land Disturbance Permit | <input type="checkbox"/> Encroachment |
| <input type="checkbox"/> Street Closure | <input type="checkbox"/> Chesapeake Bay Exception | |
| <input type="checkbox"/> Appeals | <input type="checkbox"/> Administrative Adjustment or Alternative Form of Compliance | |

3. Primary Point of Contact Information

Please circle the preferred method of contact (mail, telephone, fax, or e-mail)

| | |
|--------------------------------|----------|
| Primary Point of Contact Name: | |
| Mailing Address: | |
| Phone No.: | Fax No.: |
| Email: | |

4. Property Owner Information (if different from the primary point of contact)
The property owner must sign a property owner consent box (See item number 5 on the following page.).

| | | | |
|------------------------------|--|----------|--|
| Property Owner Contact Name: | | | |
| Mailing Address: | | | |
| Phone No.: | | Fax No.: | |
| Email: | | | |

5. Property Owner(s) Consent

| | | | |
|-----------------------------------|--|--|--|
| Project Address: | | | |
| Tax Parcel Identification Number: | | | |

The names, addresses, telephone numbers, and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney. Faxed or photocopied signatures will not be accepted.

By signing this application below, I, as the owner of the property under review, give my endorsement of this application.

| | |
|---|--------------|
| Property Owner or Authorized Signature: | Date Signed: |
|---|--------------|

If a business entity owns the property, the following is the name and title of the individual authorized to sign, as the property owner above, for such business entity.

| | | | |
|-------------------------------------|--|--|--|
| Name of Person Authorized to Sign: | | | |
| Title of Person Authorized to Sign: | | | |
| Mailing Address: | | | |
| Phone No.: | | | |

6. Applicant's Signature

By signing this application below, I hereby attest to the truth and accuracy of all facts and information presented with this application.

| | |
|------------------------|--------------|
| Applicant's Signature: | Date Signed: |
|------------------------|--------------|

| | |
|--------------------------|----------------------------|
| OFFICE USE ONLY | Project Number (Tidemark): |
| Received By: | Received Date: |
| Accepted as Complete By: | Accepted Date: |