



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