



Application to Erect a Temporary Sign

(A separate application is required for each sign)

ZNA _____
Planner: _____
Date: _____

Fee*: \$ _____

Make checks payable to PWC
(*in accordance with current [Fee Schedule](#))

Applicant/ Contractor Information	Name	Company Name	
	Mailing Address	City/State	Zip Code
	Email	Phone	
Site Address Assigned by Mapping Office (GIS)			
GPIN (Grid Parcel Identification Number)		Zoning District	Highway Corridor Overlay District (HCOD)
Development Name			
Identify Sign Message (letters, words, numerals, figures, logos, devices, emblems, pictures)			

FILL IN THE APPROPRIATE BOXES FOR THE TYPE OF SIGN			
Freestanding Sign		Façade Sign	
Sign Dimensions (h x w)	____ ft x ____ ft	Sign Dimensions (h x w)	____ ft x ____ ft
Sign Area (sq.ft.)		Sign Area (sq.ft.)	
Height of Sign (feet)		Sign Projection from the wall (inches)	
Setback from public right-of-way/property line to the closest edge of the sign (feet)			
Setback from the closest property line to the closest edge of the sign (feet)			
Illumination: Internal External None			
Information to be completed by Staff			
Fee Amount: \$	Deposit for Temporary Sign: \$	Received by:	

Applicant Signature _____ **Date** _____

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Temporary Sign Approval Conditions

I hereby apply for the above referenced temporary sign permit and certify that I have read the following approval conditions and I will abide by them.

1. This approval is based solely on the information provided herein. If such information should be proven inaccurate at a later date, approval will be considered invalid.
2. I understand this Certificate is not transferable.
3. If the approval is for a freestanding sign the following minimum standards shall apply:
 - a. The closest edge of the sign and structure shall be setback a minimum of ten (10) feet from the property lines and shall not obstruct any sight distance.
 - b. The sign shall be mounted on a support structure made of pressure treated wood posts with minimum dimensions of 4" x 4" or galvanized 1.75" square signposts, concrete footers shall be a minimum of two (2) feet deep below the ground level.
4. If an approved temporary sign is not removed by the assigned expiration date a Violation Notice and Correction Order will be issued, and forfeiture of the deposit/guarantee will result.
5. Permitted time period for temporary signs is as follows:
 - a. Temporary commercial activity signs can only be approved for the same period of time permitted for the activity.
 - b. "Now Hiring", "Now Open", and "Grand Opening" event signs are permitted for a maximum of sixty (60) days with no renewals permitted.
 - c. "Coming Soon" or "Future Home of" signs are permitted for one (1) year and may be renewed thereafter for successive periods of one (1) year each. Regardless of such period of approval, the permit for a temporary sign shall automatically expire fifteen (15) days after a permit for any permanent sign for the same project is approved.
 - d. Signs dealing with construction projects, including builders, developers, engineers, finance companies, associated consultants, or real estate matters ("For Sale", "For Lease", "Now Selling"), may be approved for one (1) year, and may be renewed thereafter for successive periods on one (1) year each, during the time occurring. A request for renewal shall require submission of a complete sign permit application no less than four (4) weeks prior to the assigned expiration date. Regardless of such period of approval, the permit for a temporary sign shall automatically expire fifteen (15) days after a permit for a permanent sign for the same project is approved.

Signature _____

Signed this _____ **day of** _____, _____

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Temporary Sign Permit Application Checklist

Minimum Submission Requirements

The following information is necessary for the review of an application to erect a temporary sign. The omission of any of the required items will result in the application not being accepted for review. **A completed checklist must be submitted with each application. All temporary sign permit applications are processed and issued at the Zoning Approval Counter on a walk-through basis during normal hours of operation.**

Fees: For each location, submit a separate check for zoning approval in accordance with the current fee schedule. If more than one sign application is submitted for each site, one check may be submitted for the total amount. Fees and deposits are required upon submission of the application. Checks should be made payable to Prince William County or PWC. Credit cards are accepted.

Submit the temporary sign permit application **for each** sign, complete with all required information.

Submit a letter of approval for the proposed signs from the property management company or the property owner, and, if applicable, from an Architectural Review Board (ARB). Each approval letter and drawing must be signed by an authorized person.

Submit two (2) copies of the sign elevations showing the following:

- Sign Dimensions
- Height
- Type of materials
- Architectural supports
- Illumination type and specifications (if applicable)
- Installation method