



Zoning Administrator

County of Prince William

Zoning Administration
 5 County Complex Court, Suite 180
 Prince William, Virginia 22192-9201
 Phone: 703-792-6830 FAX: 703-792-4758

www.pwcv.gov/zoning

ZNA: _____
 Planner: _____
 Date: _____

APPLICATION TO ALTER, ERECT, REFACE, OR RELOCATE A PERMANENT SIGN (A separate application is required for each sign)

Fee: \$ _____

(in accordance with the current [Fee Schedule](#))

date stamp

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 (HCO)
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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	
New		New	Front Wall
Reface		Reface	Side Wall
Other: _____		Canopy or Awning	Rear Wall
Sign Dimensions	_____ ft x _____ ft	Sign Dimensions	_____ ft x _____ ft
Sign Area (sq.ft.)		Sign Area (sq.ft.)	
Height of Sign (feet)		Sign Projection from building (inches)	
Setback from public right-of-way or property line to the closest edge of the sign (feet)		Building façade length (feet)	
Setback from the closest property line to the closest edge of the sign (feet)		Unit façade length (feet)	
Public street frontage (feet)		Distance from HCO right-of-way (feet)	

Illumination: Internal External None

Information to be completed by Staff

Fee Amount: \$	Deposit for Temporary Sign: \$	Received by:
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Applicant Signature _____ **Date** _____



COUNTY of PRINCE WILLIAM
Department of Development Services – Land Development Division

SIGN APPLICATION REVIEW PROCESS

- Step 1: For PERMANENT FREESTANDING SIGNS ONLY - A GIS address validation is required as the first step to obtain a sign permit. In order to complete this step, submit a completed Freestanding Sign Address Validation Questionnaire along with a sign plan indicating the location of the sign(s), and image of what the sign will display. A copy of the completed address validation will be sent via email to you and the Land Development Zoning Branch Office. For wall sign applications, skip this step and start with Step 2 below.
- Step 2: Application is submitted and must include Zoning checklist (and Building checklist if following Option 1) and all required documents. A quality control review will be completed by staff during submission if submitting during Zoning Planner counter hours (Monday-Friday, 10:00am-12:00pm). A case number will be assigned, and the application dispatched to zoning staff for further review.
- Step 3: A quality control review (QCR) will be completed by staff on all applications.
- Step 4: If no issues are identified during the review the application will be approved and forwarded to the Building Development Division, you will be notified of approval via email. For freestanding signs if submission was under Option 2, zoning only, you will be contacted to pick up your zoning approval from the LDD Zoning Branch Office before submitting plans to the Building Development Division.
- Step 5: Your sign certificate and building/electrical permits will be available for pick up at the Building Development Division permit counter. Sign reface approvals which do not require a building/electrical permit will be available for pick up from the Zoning Branch in the Land Development Division office.

Notes:

- Sign applications shall not be accepted for review without a certificate of zoning approval for occupancy of a tenant space and without an approved site development permit for a residential project development.
- Sign permit applications will be review in the order submitted.
- All signs shall be review in accordance with the provisions set forth in Part 100 and Section 32-250.20 of the Zoning Ordinance and/or sign provisions approved by the Prince William County Board of Supervisors with a proffered rezoning or a special use permit.
- All sign regulations are subject to interpretation by the Zoning Administrator.
- Prince William County is not responsible for any delays in processing the application if the information is found to be inadequate or incomplete.
- Applications for new signs and refaced signs (if the existing sign structure or electrical outlet is modified and/or relocated) will be forwarded to Building Development Division after approval by Zoning.
- Fees are NOT refundable if an application is denied.
- Sign permit, building permit, and electrical permit application forms are available for pick up at the Early Assistance Desk located in the Development Services Building at 5 County Complex Court, Prince William, Virginia 22192 or online at www.pwcgov.org/zoning.



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**COMMERCIAL FREESTANDING SIGNS
ZONING QUALITY CONTROL CHECKLIST**

Staff Use Only

SIGN NAME _____

ZNA _____ - _____

Applicant Certification:

Applicant(s) have reviewed the Land Development Zoning Quality Control Checklist and have accurately completed the Checklist to the best of their knowledge.

Name:	Signature:	Date:
Phone:	Email:	

ADDRESS VALIDATION

- Address Validation shall be issued by GIS prior to acceptance by the Land Development Division for freestanding signs. Contact the GIS/Mapping department at (703) 792-6840 or at PWCMAPS@PWCGOV.ORG for information on obtaining an Address Validation (ADR).

GENERAL REQUIREMENTS

- OPTION 1: FULL ZONING/BUILDING SIGN APPLICATION SUBMITTAL or**
- OPTION 2: ZONING SIGN APPLICATION SUBMITTAL WITHOUT BUILDING APPLICATION**
- Option 1 only, Building Development Division Commercial Freestanding Sign Plan Checklist completed with all required documentation.**
- Zoning sign application** for each sign with all required information.
- Filing Fee** due at the time of submission of the Zoning Application. If more than one sign application is submitted for each site, one check (made payable to Prince William County or PWC) or credit card payment may be submitted for the total amount. Credit card payment is accepted in person only.
- Letter of approval** for the proposed sign(s) from property management company/property owner and, if applicable, from an ARB (Architectural Review Board). Each approval letter and sign drawing must be signed by an authorized person.
- Sign design drawing**, three (3) copies, showing the following:
- *Sign dimensions
 - *Location of the sign, scaled drawing
 - *Type of illumination
 - *Color (background, font, logo)
 - *Identify sign lettering (including logo, if applicable)
 - *Installation method
- Sign within a HCOD**, three (3) copies of the approved overall site plan sheet or any other plan in original size (to scale) showing the following:
- *Setback of each free-standing sign from property lines.
 - *Identify the HCOD right-of-way and its distance from the free-standing sign.
- Reface or replace** an existing sign, submit a dated photograph of each sign at its existing location.
- Reface** of an existing sign with no modification or relocation of the structure may not require a building or electrical permit.



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COMMERCIAL FAÇADE SIGNS
ZONING QUALITY CONTROL CHECKLIST

SIGN NAME _____

Staff Use Only
ZNA _____ - _____

Applicant Certification:

Applicant(s) have reviewed the Land Development Zoning Quality Control Checklist and have accurately completed the Checklist to the best of their knowledge.

Name:	Signature:	Date:
Phone:	Email:	

COMMERCIAL OCCUPANCY/ADDRESS VALIDATION

- Commercial Zoning Occupancy (and address validation) shall be issued by the Zoning Counter prior to acceptance by the Land Development Division for façade signs.

GENERAL REQUIREMENTS

- Sign application** for each sign with all required information.
- Filing Fee** due at the time of submission of the Zoning Application. If more than one sign application is submitted for each site, one check (made payable to Prince William County or PWC) or credit card payment may be submitted for the total amount. Credit card payment is accepted in person only.
- Letter of approval** for the proposed sign(s) from property management company/property owner and, if applicable, from an ARB (Architectural Review Board). Each approval letter and sign drawing must be signed by an authorized person.
- Reface or replace** an existing sign, submit a dated photograph of each sign at its existing location.
- Building permit application**, except for refacing when no modification to the structure is proposed and/or the sign is not to be relocated.
- Electrical permit application** for illuminated signs, except for refacing when no modification to the electrical outlet is proposed.
- Sign design drawing, three (3) copies**, showing the following:
 - *Sign dimensions
 - *Location of the sign
 - *Length of building or unit façade on which the sign will be mounted
 - *Projection from building (maximum of 18 inches)
 - *Type of illumination, if applicable
 - *Color (background, font, logo)
 - *Identify sign lettering (including logo, if applicable)
 - *Installation method
- Sign within a HCOD, three (3) copies** of the approved overall site plan sheet or any other plan in original size (to scale) showing the following:
 - *Setback of each free-standing sign from property lines.
 - *Identify the HCOD right-of-way and its distance from the free-standing sign.