

# SIGN PERMIT APPLICATION CHECKLIST

## PRINCE WILLIAM COUNTY OFFICE OF PLANNING ZONING ADMINISTRATION DIVISION MINIMUM SUBMISSION REQUIREMENTS

The following tables list the information necessary to review and application to alter, erect, reface or relocate a sign. The omission of any required items will result in the application not being accepted for review. **This completed check list must be submitted with each application. Additional information may be required after acceptance of the application during the review process.**

<ul style="list-style-type: none"> <li>• <b>Fees:</b> For each site, submit a separate check for zoning permit in accordance with current fee schedule. If more than one sign application is submitted for each site, submit only one check for the total amount. Fees and deposits are required upon submission of application. Checks must be payable to Prince William County. Credit cards are not accepted.</li> </ul>	
<ul style="list-style-type: none"> <li>• Submit standard Prince William County Sign Application Form <b>for each</b> sign, completed with all required information.</li> </ul>	
<ul style="list-style-type: none"> <li>• Submit a letter of approval for the proposed signs from the property management company or the property owner, and from an ARB (Architectural Review Board), if applicable. Each approval letter and sign drawings must be signed by an authorized person.</li> </ul>	
<ul style="list-style-type: none"> <li>• Submit a building permit application form with the sign permit application (except for refacing when no modification to the structure is proposed and/or the sign is not relocated).</li> </ul>	
<ul style="list-style-type: none"> <li>• Submit an electrical permit application form with the sign permit application (except for refacing when no modification to the electrical outlet is proposed).</li> </ul>	
<ul style="list-style-type: none"> <li>• For refacing or replacing of an existing sign, submit a dated photograph of each sign at its existing location.</li> </ul>	
<ul style="list-style-type: none"> <li>• Submit <b>three (3) copies</b> of a sign design drawing showing the following:             <ul style="list-style-type: none"> <li>• Sign dimensions</li> <li>• Locations of the sign</li> <li>• Length of building or unit façade on which the sign will be mounted</li> <li>• Projection from building (maximum of 18 inches)</li> <li>• Type of illumination, if applicable</li> <li>• Color (background, font, logo)</li> <li>• Identify sign lettering or content (including logo, if applicable)</li> <li>• Installation method</li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>• For free-standing signs and for all façade signs located within a Highway Corridor Overlay District (HCOD), submit <b>three (3) copies</b> of the approved overall site plan sheet or any other plan in original size (to scale) showing the following:             <ul style="list-style-type: none"> <li>• Setback of each free-standing sign from the property lines.</li> <li>• Identify the HCOD right-of-way and its distance from the free-standing sign, building or unit on which the sign will be mounted</li> </ul> </li> </ul>	

# SIGN PERMIT APPLICATION REVIEW PROCESS

Step 1 - Application is received, a case number is assigned, and dispatched to zoning staff for review.

Step 2 - Quality control review (QCR) is completed by the staff assigned to the case.

Step 3- If all the information required by the sign permit application check list is provided the case is accepted for the first review cycle. If no issues are identified during the review cycle, the application is approved and forwarded to the Building Development Services (BDS) permit counter for building and electrical permit review. If issues are identified, the applicant will be notified in writing. After all the issues are resolved, the application will be approved. If after four (4) review cycles, the issues are not resolved, the application will be denied.

Step 4 - After review and approval of the building and electrical permit applications by the BDS, the permit will be available for pick up at the BDS permit counter. Applications for sign *reface* which do not require a building or electrical permit will be available for pick up from the zoning permit counter.

Step 5 – Within seven (7) days after the sign installation date, the applicant shall submit the original notarized “Affidavit For Sign Installation” attached to the sign approval letter to the Zoning Administration Division.

## 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 reviewed in the order submitted.
- All signs shall be reviewed 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.
- We are not responsible for any delays in processing the application if the information is found to be inadequate or incomplete.
- Applications for new signs and reface (if the existing sign structure or electrical outlet is modified and/or relocated) will be forwarded to Building Development Services (BDS) after approval by Zoning Administration.
- If an application is denied, fees will not be refunded.
- Sign permit, building permit, and electrical permit application forms are available for pick up at the Early Assistant Desk located at Development Services Building, 5 County Complex, Prince William, Virginia 22192 or online at: [www.pwcgov.org/zoning](http://www.pwcgov.org/zoning).