



SIGN PERMIT

PERMIT# SIGN _____

Planning & Community Development

221 Nursery Ave. S

Purcellville, VA 20132 (540) 338-2304

"PLEASE PRINT LEGIBLY"



Permanent



Master Sign Plan

(CHECK ONE)

BUSINESS NAME: _____ Phone# _____

APPLICANT: _____ E-Mail: _____

SIGN COMPANY NAME: _____

SITE ADDRESS: _____

PROPERTY OWNER NAME: _____ Phone# _____

OWNER ADDRESS: _____

SIGN TYPE: FREE STANDING WALL MOUNTED MONUMENT / OTHER: _____
(CHECK ONE)

LOT FRONTAGE: _____ BUILDING UNIT FRONTAGE: _____ SIGN DIMENSIONS: _____ SIGN AREA: _____ SQ. FT.

METHOD OF ILLUMINATION (IF PROPOSED): _____

Additional Submission Items Required: General description and construction materials to be used. For Freestanding and Monument signs, a property survey / site detail showing the proposed location of the sign relative to property boundary lines, buildings, sidewalks, streets, intersections and service drives etc. For all other signs, the position relative to the structure on which it is to be placed, frontage of the building or individual unit. Drawings of the proposed sign which shall contain specifications indicating the height, perimeter and area dimensions, means of support, method of illumination, colors, and any other significant aspect of the proposed sign.

Property Owner Consent: I have read this application, understand its intent and freely consent to its filing. The information provided is accurate to the best of my knowledge. I understand that the Town may deny, approve, or conditionally approve this application. I will ensure construction of this project in strict compliance with the terms of this permit and all other applicable requirements of the Town of Purcellville. Furthermore, I grant permission to the Town and its authorized agents to enter the property and make such investigations and tests as they deem necessary relating to this application.

Property Owner Signature: _____

Date

Property Owner Printed Name: _____

BELOW FOR OFFICE USE ONLY (UPDATED 2025-04-18)

Zoning District: _____ PIN: _____ BUS LICENSE ☐ PROPERTY TAXES ☐

PERMIT FEES 1 -10 SQ FT = \$75- / 11-30 SQ FT = \$100- / > 30 SQ FT = \$150-

Conditions: SEE ATTACHED SIGN & LOCATION DETAILS

ZONING ADMINISTRATOR / DESIGNEE

DATE

SIGN