



# TOWN OF SMITHFIELD

310 Institute Street, P. O. Box 246, Smithfield, VA 23431  
(757) 365-4200 - Fax (757) 357-9933

## SIGN ZONING PERMIT APPLICATION

### PERMIT TO ALTER, ERECT, DEMOLISH, MOVE, REPAINT, OR REPLACE A SIGN

Tax Number \_\_\_\_\_

Permit Number \_\_\_\_\_

Date of Application: \_\_\_\_\_

Zoning: \_\_\_\_\_

Sign Address: \_\_\_\_\_

Sign Owner: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

## EXISTING SIGN INVENTORY

Type of Sign	Sign Dimensions	Sign Area (SQ. FT.)

## PROPOSED SIGN

Are you replacing an existing sign? (Circle One)      YES      NO

Proposed Type: \_\_\_\_\_ Dimensions (Feet): \_\_\_\_\_

If Wall Sign, Enter Total Square Feet of Wall Area: \_\_\_\_\_

Height: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_

Distance From Property Lines:      Front \_\_\_\_\_ Side \_\_\_\_\_

### REQUIREMENTS:

- One set of structural plans of sign and one copy of site plan or plat are required for all signs and shall include the following items: height, perimeter, area dimensions, location, means of support, method of illumination, colors, and construction materials.
- All fees must be paid at time the permit is issued.
- A separate building permit must be secured from Isle of Wight County Building Inspections (365-6213).
- Permit valid sixty (60) days after issuance.
- Sign Permit Fee is \$30.00

I hereby certify that I have the authority to make the foregoing application, that the information is correct, and that the construction will conform with the regulations of the Zoning Ordinance of the Town of Smithfield.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### PLANNING AND ZONING DEPARTMENT USE ONLY

BHAR Review Required?      YES      NO

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

INSPECTOR: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_