



Department of Planning & Zoning
25 West Market Street, Leesburg, Virginia 20176
(703) 771-2765 / Fax: (703) 771-2724 www.leesburgva.gov/planning

COMPREHENSIVE SIGN APPLICATION

TLSP - _____ - _____

[] New Application [] Amendment (previous TLSP #):

In order to encourage unified signage compatible with the architectural character of any existing or proposed multiple tenant development, the property owner of any such development may submit a comprehensive sign plan. Comprehensive Sign Plans, or CSP, do not apply to single tenant buildings. Comprehensive Sign Plan requirements are found in Town of Leesburg's Zoning Ordinance Section 15.11.

Comprehensive Sign Plans shall be reviewed by an administrative panel composed of the Zoning Administrator, Assistant Zoning Administrator, and Preservation Planner as designated by the Director of Planning & Zoning. Administrative approval may be granted by the panel for those applications outside the H-1 Overlay District. Applications within the H-1 Overlay District shall receive a recommendation from the panel with approval granted by the Board of Architectural Review.

Submittal Requirements.

Each application shall be accompanied by four (4) sets of plans. A plan set shall include:

A completed application form. Applications will not be accepted without the consent of the Property Owner.

A site plan depicting the location of proposed signs with legend to corresponding sign types. Signs not attached to buildings shall be dimensioned to the closest property line.

Colored illustrative drawings for each proposed sign type. Illustrative drawings shall be provided on a scaled drawing with dimensions and maximum size.

A specification sheet detailing size, character and color of lettering; the method of illumination, if any; in the case of suspended or projecting signs, the method of fastening such sign to its supporting structure; and sign materials.

Applicant Information

Property Owner: Phone:
(Signature/Title) Email:

Applicant Name: Phone:
(Signature/Title) Email:

Property Information

Name of Center:

MCPI-PIN #:

Zoning District: /

Board of Architectural Review, if applicable: TLHP-

