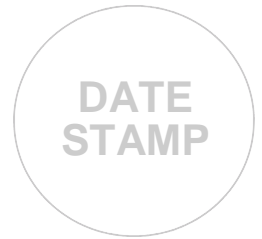




The Town of Leesburg
 Department of Planning and Zoning
 25 West Market Street
 Leesburg, Virginia • 20176
 703-771-2765 • fax 703-771-2724
 www.leesburgva.gov



the hometown of the 21st century



CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

Signs in the H-1 or H-2 Overlay District

For staff use only

TLHP _____

- H-1 Overlay
- H-2 Overlay

- Forward to BAR on (date): _____
- Administrative review

Fee \$ 10.00 Receipt No. _____ Issued by _____

PROJECT ADDRESS _____

APPLICANT NAME _____

*(Applicant name is the **PERSON** to whom written communication should be addressed, NOT the name of a business or organization)*

BUSINESS/ORGANIZATION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

PIN# (parcel identification no.) _____

Sign Type(s) [check all that apply]:

- Projecting Wall Freestanding
- Window Directory

Is there an approved comprehensive sign plan for this property? Yes No

Required Submission Materials:

- Sign artwork with colors and dimensions.
- Identification of sign materials to be used (a sample may be requested by the Preservation Planner).
- Photo or drawing to indicate placement of sign on building or site.
- Indication of sign clearance above sidewalk or public right-of-way (projecting sign only).
- Means of and material for structural support (projecting sign or freestanding sign only).
- Method of Illumination, if applicable.

Please check one of the following:

- Written permission from the owner of the property is attached hereto (application WILL NOT be accepted without documentation of property owner approval); or**
- I hereby certify that I am the owner of the property involved.**

Applicant's Signature _____ Date _____

THIS PERMIT IS APPROVED FOR THE SIGN AS DESCRIBED ABOVE AND SHOWN IN THE ATTACHED DOCUMENTATION.

Preservation Planner _____ Date _____

CERTIFICATE OF APPROPRIATENESS (COA) SIGN APPLICATION INFORMATION

Refer to the H-1, Old & Historic District Sign Guidelines or H-2 Corridor Design Guidelines for additional information. Please mark the checklist below, there is a 3-day acceptance period upon receipt of application & materials as required.

In the H-1, Old & Historic District, a public hearing with the Board of Architectural Review will be required for a sign application if any of the following circumstances are applicable:

- The proposed sign exceeds 6 square feet in size;
- The proposed placement of the sign is above the first floor;
- The proposed sign will obscure an architectural feature;
- The business or other organization already has two approved signs; or
- The Preservation Planner determines that a particular application does not fully meet the criteria for administrative approval as outlined in the Old & Historic District Sign Guidelines.

Examples of sign types typically found in the H-1, Old & Historic District:

