



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

TEMPORARY SIGN PERMIT

TLSP _____ - _____

Submittal Requirements.

A separate application shall be required for each sign. Each application shall be accompanied by 1 set of plans showing the area of the sign; the size, character and color of letters and design proposed; the exact location proposed for such sign, a site diagram and the method of fastening such sign to its supporting structure.

Name of Business: _____ Phone: _____

Property Address: _____

MCPI-PIN#: _____

Property Owner: _____ Phone: _____

Owner Address: _____

Sign Contractor: _____ Phone: _____

Contractor Address: _____ Email: _____

Applicant Name (Please Print or Type): _____ Phone: _____

Address: _____ Email: _____

(Signature/Title)

Zoning District: _____ / _____

Sign Area: _____ X _____ = _____ Sq. Ft.

Sign Classification: TLZO SECTION 15.6.1

_____ PROMOTIONAL EVENT SIGN

_____ TEMPORARY BUSINESS IDENTIFICATION

Display Period: _____

Conditions of Approval: _____

THIS PERMIT IS APPROVED FOR THE SIGN AS DESCRIBED ABOVE AND SHOWN ON ATTACHED DIAGRAM.

FEE: _____ DATE: _____

ZONING ADMINISTRATOR