



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

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 method of illumination, if any; the exact location proposed for such sign, including a site diagram; and in the case of suspended or projecting signs, 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): _____ Email: _____

Address: _____ Phone: _____

 (Signature/Title)

Type of Sign: Wall Monument Awning Canopy Projecting Neon window

Marquee Reface Existing Other

Sign Area: _____ X _____ = _____ Sq. Ft. Building/Unit Dimension: L _____ W _____

Street Frontage: _____ Ft. Setback From Right of Way: _____
 (Monument Only)

Zoning District: _____ / _____ Board of Architectural Review: TLHP- _____

 Conditions of Approval: _____

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

FEE: _____ DATE: _____

 ZONING ADMINISTRATOR