



Department of Planning & Zoning
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www.leesburgva.gov/planning

PROJECTION & STREETSCAPE AMENITIES PERMIT

TLPO -- \_\_\_\_\_ -- \_\_\_\_\_

Submittal Requirements.

A separate application shall be required for each object. Each application shall be accompanied by 2 sets of plans showing the area of the object; the size, character, color of letters and design and the proposed location of the object, including a site diagram. SEE REVERSE SIDE FOR APPLICABLE CODE REQUIREMENTS.

NOTE: A SITE INSPECTION BY STAFF IS REQUIRED TO DETERMINE COMPLIANCE WITH ADA & TOWN CODE REGULATIONS.

A-FRAME SIGN \_\_\_\_\_ NEWSPAPER / REAL ESTATE BOX \_\_\_\_\_ PLANTER \_\_\_\_\_ OTHER \_\_\_\_\_
(PLEASE CHECK ONE)

Name of Business: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Applicant (Please Print): Name: \_\_\_\_\_

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

\_\_\_\_\_\* SITE DETAIL SKETCH ATTACHED: \_\_\_\_\_
(Signature/Title)

SIGN SIZE: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ SQ FT. \*SIDEWALK WIDTH = \_\_\_\_\_

OBJECT SIZE: Length \_\_\_\_\_ x Width \_\_\_\_\_ x Height \_\_\_\_\_

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MCPI# \_\_\_\_\_ SITE INSPECTED BY : \_\_\_\_\_

DATE: \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

CONDITIONS OF APPROVAL / DENIAL / COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_  
TOWN MANAGER / DESIGNEE

\_\_\_\_\_  
DATE

## **ARTICLE II. PROJECTIONS AND STREETScape AMENITIES OVER AND UPON PUBLIC RIGHTS-OF-WAY IN THE OLD AND HISTORIC DISTRICT\***

### **Sec. 16-36. Non-fixed items used for advertising purposes.**

Non-fixed items that are used for advertising purposes, such as sandwich board signs, newspaper boxes and real estate boxes, must receive a permit (**Town of Leesburg Projecting Object Permit–TLPO**) from the Town Manager or designee. Applications shall specify locations of the items and shall demonstrate that the items comply with the following guidelines:

Allow at least a four-foot passage for pedestrians or the then current requirements of the Americans with Disabilities Act (ADA), if greater. For non-fixed amenities, if the building has a stoop and there is less than four feet from the front edge of the stoop to the back edge of the curb, items may be placed on either side of the stoop but may not project beyond the front edge of the stoop.

(Ord. No. 2005-0-01, § I, 1-11-05)

(1) **Sandwich board signs** may not exceed 24 inches in width and 34 inches in height and must be constructed of wood, wrought iron or other traditional material. The color of sign should complement the color scheme of the building in front of which it is to be placed. The design elements on the face of the sign should be consistent with the design elements of the applicant's permanent signs. If the sandwich board sign contains an area for changing text, this area may consist of chalkboard or whiteboard-type material to accommodate handwritten text. Sandwich board signs may not use changeable copy consisting of individual letters, whole words or phrases.

(2) **Newspaper boxes** should be consistent with the color scheme of the town's streetscape furniture and should consist of black metal fixtures with white lettering. Newspaper boxes may not exceed the standard size of 4 feet in height, 16.5 inches in width and 19.5 inches in depth.

(3) **Real estate boxes** should be consistent with the color scheme of the town's streetscape furniture and should consist of black metal fixtures with white lettering. Real estate boxes may not exceed 4 feet in height, 15 inches in width and 15 inches in depth. No more than one real estate box per location will be allowed.

(4) **Other non-fixed items** that are used primarily for advertising purposes shall conform to the general design guidelines for non-fixed streetscape features established by the board of architectural review and will be evaluated on a case-by-case basis.

(Ord. No. 2005-0-01, § I, 1-11-05)

### **Sec. 16-37. Displays of merchandise.**

Businesses may display a limited amount of merchandise on the public sidewalk directly in front of their business during business hours. The intent of such merchandise displays should be to attract customers into the business, should be composed of a limited number of items representative of the business' overall merchandise mix and should not consist of large quantities of items. Such merchandise displays must be placed flush against the storefront, should not extend beyond the front stoop of the building or beyond the limits of the storefront, and must be removed from the sidewalk when the business is closed, including tables, racks and other display fixtures. Display fixtures must comply with the design guidelines for non-fixed streetscape features established by the Board of Architectural Review. Displays must allow at least a four-foot passage for pedestrians or the then current requirements of the Americans with Disabilities Act (ADA) if greater and must comply with all other provisions of this article, including prohibitions listed in section 16-29.

Large displays of merchandise on the public sidewalk may be permitted only as part of a coordinated sidewalk or outdoor sale event. Such events must be open to participation by all merchants in the Old and Historic District, must have a specified time limit not to exceed three consecutive days, and must receive a special event permit from the town. Sidewalk or outdoor sale events may not occur more frequently than once a month and must comply with all other provisions of this article.

### **NOTE: NO PROJECTION OR STREETScape AMENITY SHALL BE CONSTRUCTED, RECONSTRUCTED, ERECTED, RELOCATED OR MAINTAINED WHICH:**

- (1) Prevents free ingress or egress from any door, window or fire escape;
- (2) Interferes with the free and unencumbered passage of pedestrians;
- (3) Covers or intrudes upon any architectural features of a building such as windows, columns, moldings, balconies or any major decoration;
- (4) Obstructs free and clear vision or distracts the attention of the driver of any vehicle by reason of its position, shape, color, reflection or illumination;
- (5) Obstructs street intersection or vehicle entrance sight distance;
- (6) Bears or contains statements, words or pictures of an obscene, indecent or immoral character which will offend public morals or decency;
- (7) Advertises or publicizes an activity, business, product or service not conducted on the premises adjacent to the public right-of-way upon which such projections are maintained;
- (8) Is in any way animated; emits smoke, visible vapors, particles, sound or odor;
- (9) Is affixed to trees, fences, posts, light poles, street signs or any other types of natural vegetation or rocks;
- (10) Projects, in whole or in part, from the right-of-way line over a right-of-way more than three and one-half feet, except seasonal decorations, existing awnings, canopies and marquees;
- (11) Is a time-temperature device or a reader board;
- (12) Is illuminated with any color light other than white light and which source of light is visible from a pedestrian level;
- (13) Is internally illuminated.