

TOWN OF LURAY SIGN PERMIT APPLICATION

Date _____

Property Owner's Name: _____

Property Owner's Mailing Address: _____

Property Owner's Home Phone: _____ Cell Phone: _____

Business Owner/Applicant's Name: _____

Applicant's Mailing Address: _____

Applicant's Home Phone: _____ Cell Phone: _____

Applicant's Email Address: _____

Sign Erector: _____

Sign Erector's Address: _____

Sign Erector's Phone: _____ Email: _____

Address of Sign Location: _____

Will sign(s) be permanent or temporary? _____

Page County Tax Map Number: _____ Zoning District: _____

Total Project Cost: _____

Sign Designs: Pole, Wall Mounted, Monument, Projection, Other

	Sign Design	Sign Size Height x Length in Decimals	Lot Frontage	Lighting Type	Building Width (Wall Mounted Signs)
Sign 1		x = Sq Ft			
Sign 2		x = Sq Ft			
Sign 3		x = Sq Ft			
Sign 4		x = Sq Ft			
Sign 5		x = Sq Ft			
Sign 6		x = Sq Ft			

Use additional page if proposing more than 6 signs

Allowable dimension/size standards for each sign category are attached to this form.

Please submit a sketch of the proposed sign(s) to include all of the following that will apply to your proposed application (see page 2 for site plan sketch):

- 1) Position of the sign in relation to adjacent lot lines, buildings, sidewalks, streets and intersections.
- 2) General description of structural design and construction of materials to be used.
- 3) Specifications indicating the height, perimeter and area dimensions, means of support, method of illumination, colors, and any other significant aspect of the proposed sign.
- 4) Size and placement of all existing signs to remain on the property.
- 5) Pictures or artist's renderings of signs.

Applicant, Property Owner, and Sign Erector hereby covenant to restore any and all damages to sidewalks, streets, alleys, sewers, gas mains, and electrical installations which may result.

I hereby certify that the information provided on this application is correct and that the construction will conform to all relevant Building Code requirements and private restrictions, if any, which may be imposed upon the above property by deed.

Signature of Applicant: _____ Date: _____

Signature of Sign Erector: _____ Date: _____

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Owner's Authorization - I am the owner of the property described above and I am aware of the contents of this permit application. I have authorized (print) _____ to act on my behalf in submitting this permit application.

Signature of Property Owner: _____ Date: _____

Site Plan

Front of Structure

Sketch all buildings, with dimensions, on lot showing all measurements to property lines (front, back and each side). Sketch must be a simulated aerial view of the lot and structure.

Name of street parallel with front of the structure: _____

Other adjacent streets: _____

Is this a corner lot? _____ Is this property located in a flood zone? _____

Zoning/Administrative Use Only:

Have all taxes been paid in full? _____ Yes _____ No Initials/Date: _____

For all signs (excluding wall mounted signs), have all property easements, water lines, and sewer lines been located and clearly marked? _____ Yes _____ No Initials/Date: _____

Special Restrictions/Comments: _____

____ Approve ____ Disapprove

Signature: _____ Date: _____
Zoning Administrator (Town Manager)

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Pole Sign - Development Standard

1. **Lot Frontage and Size Requirements:** Pole signs up to a maximum allowable size of thirty-two (32) square feet shall be permitted on lots with 100 feet or more of lot width. Where a lot has less than 100 feet of width, a pole sign shall not exceed twenty-five (25) square feet in size.
2. **Minimum Clearance:** Where a ground mounted sign is located within twenty-five (25) feet of an intersecting developed street or town-maintained alley, a minimum ten (10) foot clearance from the ground to the bottom of the sign shall be provided.
3. **Maximum Height:** Fifteen (15) feet or the height of the principal structure, whichever is less.
4. **Foundation Requirements:** The foundation of a pole sign shall be constructed of an approved wood, masonry, or other appropriate material. The foundation shall be a minimum of two (2) feet in height and be included in overall pole sign height calculation.



Wall Mounted Sign - Development Standard

1. **Maximum Height of Wall Signs:** Twenty (20) feet, or the lowest point of the roof, whichever is lowest.
2. **Limit on Projections:** Twelve (12) inches.
3. **Permanent Window Signs—Additional Restrictions:** Permanent window signs shall be limited in area to twenty-five (25) percent of the window area or twenty-five (25) square feet, whichever is less, and shall be included in the sign area calculation.
4. **Maximum Size:** One (1) square foot per linear foot of building width on the side which the sign is to be attached up to a maximum of twenty-five (25) square feet on any building elevation, except as provided in article five (size increase) of this section. Artistic murals containing business or product advertising may exceed twenty-five (25) square feet provided consent is obtained from the Town Council.
5. **Size Increase:** Wall mounted signs adhering to the standards enumerated in this section may be allowed a size increase of one (1) square foot per linear foot of building width on the side which the sign is to be attached, up to a maximum of fifty-six (56) square feet. Request for size increases shall be submitted to the Town's Zoning Administrator to be reviewed and approved by the Town's Planning Commission; such requests shall be made seven (7) calendar days prior to the next regularly scheduled Planning Commission meeting and be accompanied with a brief narrative and a visual rendering. To be awarded the size increase, the following design criteria should be incorporated into the sign design:
 - a. Refrain from the use of bright or neon colors, except when used as accent colors.
 - b. Applicants are encouraged to adopt design and color schemes similar to Luray's existing way-finding signs, but size increase approval is not contingent upon adherence to way-finding standards. Applicants are encouraged to construct signs of visually pleasing materials/colors and demonstrate the aesthetic contribution the subject sign(s) will make to the size in which it is to be located.
 - c. All supporting devices and braces shall contribute aesthetically to the subject sign.



Monument Sign - Development Standards

1. **Lot Frontage and Size Requirements:** Monument signs up to a maximum allowable size of twenty-five (25) square feet shall be permitted on lots with one hundred (100) feet or more of lot width. Where a lot has less than one hundred (100) feet of width, a pole sign shall not exceed sixteen (16) square feet in size.
2. **Minimum Clearance:** Where a monument sign is located within twenty-five (25) feet of an intersecting developed street or town maintained right-of-way, a minimum ten (10) foot buffer from the edge of the right-of-way shall be maintained so as not to interfere with pedestrian or vehicular line of sight.
3. **Maximum Height:** Six (6) feet; foundation shall not be included in height calculation.
4. **Size Increase:** Monument signs adhering to the standards enumerated in this section may be allowed a size increase. For lots with one hundred (100) feet or more of lot width on the side which the sign is to be located, the sign may contain up to a maximum of thirty-six (36) square feet. On lots with less than one hundred (100) feet of lot width on the side which the sign is to be located, the sign may contain up to a maximum of twenty-five (25) square feet. Request for size increases shall be submitted to the Town's Zoning Administrator to be reviewed and approved by the Town's Planning Commission; such requests shall be made seven (7) calendar days prior to the next regularly scheduled Planning Commission meeting and be accompanied with a brief narrative and a visual rendering. To be awarded the size increase, the following design criteria should be incorporated into the sign design:
 - a. Refrain from the use of bright or neon colors, except when used as accent colors.
 - b. Applicants are encouraged to adopt design and color schemes similar to Luray's existing way-finding signs, but size increase approval is not contingent upon adherence to way-finding standards. Applicants are encouraged to construct signs of visually pleasing materials/colors and demonstrate the aesthetic contribution the subject sign(s) will make to the site in which it is to be located.
 - c. All supporting devices and braces shall contribute aesthetically to the subject sign.
5. The foundation of monument sign shall be constructed of wood, masonry, or other appropriate materials. The foundation shall be a minimum of two (2) feet in height and not exceed three (3) feet in height



Projection Sign - Development Standards:

1. **Frontage Requirements:** Eighteen (18) feet of ground level frontage.
2. **Angle of Projection:** Ninety (90) degrees.
3. **Limit on Projection:** Six (6) feet.
4. **Projection Over Right-of-Way:** No sign outside the Business District shall project over the public right-of-way.
5. **Minimum Clearance:** Nine (9) feet.
6. **Maximum Height:** Fourteen (14) feet or the lowest point of the roof, whichever is lowest.

