



TOWN OF WARRENTON

Community Development Department

PO BOX 341
 WARRENTON, VIRGINIA 20188
<http://www.warrentonva.gov>
Permittech@warrentonva.gov
 (540) 347-2405

Community Development A-FRAME/T-FRAME SIDEWALK SIGN PERMIT

In addition to the information required to be provided on this form, the following information shall be submitted with each application:

1. Detailed sign drawings/pictures, showing dimensions, height, colors, & material.
2. Pictures showing proposed location, surroundings, and sidewalk width where sign is to be placed.

PROPERTY INFORMATION:

Property Identification Number: _____ Address: _____

Historic District? No Yes (If yes, must be made of wood, metal, or similar material)

BUSINESS INFORMATION:

Is this sign for a business? No Yes If yes, name of business: _____

Business License Number: _____ License exempt? No Yes

SIGN COMPANY/CONTRACTOR:

Company Name: _____ Contact Person: _____

Telephone: _____ Email address: _____

APPLICANT'S INFORMATION:

Name _____ Phone: _____

Address: _____ Email: _____

INFORMATION ON PROPOSED:

Location	Sidewalk Width (min 7 ft)	Dimensions (max 3ft high)	Area (max 9 sq ft)	Material

THIS SECTION IS FOR ZONING STAFF USE ONLY:

Zoning Designation: _____ Fee: _____

Notes:

Approved Denied

_____/_____
 Zoning Administrator

 Date

A-FRAME/T-FRAME SIDEWALK SIGN REGULATIONS:

Per Zoning Ordinance Article 6-15.6, the following regulations apply to all sidewalk signs:

1. There shall be no time limit for sidewalk signs with the exception that the sign shall only be placed outside during the hours of the establishment's operation.
2. Only one sidewalk sign is allowed per each first-floor business establishment at one time. Such sign must be located within ten feet of the entrance of the establishment that owns the sign.
3. A sign permit shall be required for the initial placement of the sign, regardless of the size of the sign.
4. The sign may be located on a public sidewalk or private sidewalk (e.g., walkway adjacent to a building outside of the right-of-way) provided it is placed on pavement and not in any landscaped areas or on pavement used for vehicles (e.g., driveways and parking lots).
5. If the sign is placed on a sidewalk, the sign can only be placed where the paved sidewalk width, not including curb top, is at least seven feet wide. The width and placement of the sign shall be such so that there shall be a minimum width of four feet of clear and passable sidewalk for pedestrians.
6. Signs shall be placed in a manner so that its location in proximity to other signs on the sidewalk shall provide for a clear and continuous pathway that allows for the safe movement of pedestrians.
7. The sign must be freestanding and shall not be affixed, chained, anchored, or otherwise secured to the ground or to any pole, parking meter, tree, tree grate, fire hydrant, railing, or other structure.
8. The sign must not obstruct access to parking meters, bicycle racks and other features legally in the right-of-way.
9. The sign must not interfere with the opening of car doors in legal spaces, or with the operation of wheelchair lifts and ramps, cab stands, loading zones or bus stops.
10. Any area designated for emergency access or off-street parking, circulation and loading shall not contain a sign.
11. The sign shall be internally weighted so that it is stable and windproof so as to resist wind gusts of up to ten miles per hour.
12. Signs shall be constructed of wood, metal, or other similarly sturdy materials.
13. The Town of Warrenton shall be held harmless from any liability resulting from accident or injury caused by the placement and/or maintenance of such sign.
14. Banners, pennants, streamers or similar wind or air driven devices attached to or otherwise used in conjunction with the sign are prohibited.
15. The sign shall not be illuminated.

By signing below I acknowledge that I have fully read and understood the sidewalk sign regulations above. I understand that the Town of Warrenton shall be held harmless from any liability resulting from accident or injury caused by the placement and/or maintenance of such sign.

Signature _____ Date: _____

Name (Print): _____