



# TOWN OF OCCOQUAN

(703) 491-1918 | signpermits@occoquanva.gov  
Town Hall, 314 Mill Street, M-F, 9 a.m. – 4 p.m.

Permit No.  
SGN

## PERMIT APPLICATION FOR PERMANENT SIGNAGE

**Applicant's Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

*Please check applicable information:*

**Use:** Commercial  Residential  Other: \_\_\_\_\_

**Applicant:** Property Owner  Tenant  Corporation  Partnership  Sole Proprietorship

Per Town Code Sec. §157.302(b)(2) signage requiring a permit is reviewed and approved by the Town Zoning Administrator or designee. All signage requires a permit prior to display or erection except as provided in Section §157-302 of the Town Code. Please refer to the Occoquan Town Code, Chapter 157, Section .300 - .322, Signs, for more information on signage requirements within the town. The Town Code and Quick Signage Guide are available at [www.occoquanva.gov/business/sign-permits](http://www.occoquanva.gov/business/sign-permits).

IF YOU ARE REPAIRING OR REPLACING AN EXISTING SIGN WITH LIKE MATERIALS AND COLORS AND IN THE SAME LOCATION, A NEW PERMIT IS NOT REQUIRED.

**Colors:** Within the Historic District, colors should comply with the ARB Guidelines. A suggested color palette is available in the guidelines.

**Materials:** All signs shall be constructed of materials able to withstand all types of weather conditions. Furthermore, all signs shall be attached on sturdy, solid sign holders.

**Right-of-Way:** All commercial signs and flags shall be posted and/or flown at a minimum ground clearance of seven feet, and shall not interfere in any way with pedestrian traffic.

Please refer to sections 157-320, 157-321, and 157-322 for specific information on allowable signage sizes and location per the zoning district.

PLEASE COMPLETE APPLICATION ON REVERSE and submit to Town Hall, 314 Mill Street, Occoquan, VA 22125, Monday – Friday, 9 am – 4 pm.

### APPLICATION CHECKLIST - REQUIRED

- Image of Proposed Signage (in color)
- Schematic of Sign Location (photo of location to be placed)
- Color/Paint Samples
- Material Sample
- Other \_\_\_\_\_

### SIGN DESCRIPTION

**Material:** \_\_\_\_\_

**Background Color:** \_\_\_\_\_ **Secondary Color(s):** \_\_\_\_\_  
*(Actual color name(s) and paint chip(s) is required)*

**Font Style:** \_\_\_\_\_ **Sign Dimensions:** \_\_\_\_\_ (h) \_\_\_\_\_ (w) \_\_\_\_\_ (d)

**One-Sided Sign** \_\_\_\_\_ **Two-Sided Sign** \_\_\_\_\_ **Waterfront?** Y or N

**Location/Placement Description:** \_\_\_\_\_

\_\_\_\_\_  
*(A photo depicting sign placement location is required.)*

**Will sign be lighted?** Yes \_\_\_\_\_ No \_\_\_\_\_  
*(If yes, sign must not be internally lit.)*

A computer-generated color illustration is required.

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\_\_\_\_\_  
**Applicant's Signature**

Date Submitted: \_\_\_\_\_

**TOWN USE ONLY**

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_ Reason: \_\_\_\_\_

\_\_\_\_\_  
Zoning Administrator/Designee

\_\_\_\_\_  
Date