



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

Per Town Code Section §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 - .321, 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.

APPLICATION INSTRUCTIONS

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.

IF YOU ARE YOU ARE INSTALLING A SIGN MADE OF A NON-DURABLE MATERIAL OR FOR A LIMITED AMOUNT OF TIME, PLEASE FILL OUT A TEMPORARY SIGN PERMIT APPLICATION. A TEMPORARY SIGN PERMIT IS REQUIRED.

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

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

Right-of-Way: All commercial signs and flags shall be installed 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 and 157-321 for specific information on allowable signage sizes and location per zoning district.

PLEASE COMPLETE APPLICATION ON REVERSE and submit with payment (\$45 for commercial uses and \$25 for residential uses) to Town Hall, 314 Mill Street, Occoquan, VA 22125, Monday – Friday, 9 am – 4 pm. Email submissions to signpermits@occoquanva.gov.

APPLICATION CHECKLIST - REQUIRED

Ensure that the following items are included in the application form or attached as a separate item.

- Image of Proposed Signage (in color)
- Schematic of Sign Location (at minimum a photo of location to be placed)
- Color/Paint Sample(s) – Physical or Digital Copies
- Material Sample(s) – Physical or Digital Copies
- Other: _____

SECTION 1: Applicant Information	
Applicant Name:	Phone:
Business Name:	E-mail:
Applicant Mailing Address:	
Applicant Business Address:	
Applicant Type: <input type="checkbox"/> Property Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship	Use Type: <input type="checkbox"/> Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Other: _____
SECTION 2: Sign Descriptions	
Sign #1	
Materials:	Font Style:
Background Color: Secondary Color(s): <i>(Actual color name(s), paint chip(s), and/or color numbers are required)</i>	Sign Dimensions (in or ft): _____ (h) _____ (l) _____ (w)
Location/Placement Description: <i>(A photo depicting sign placement location is required.)</i>	Please mark all that apply: <input type="checkbox"/> One-Sided Sign <input type="checkbox"/> Two-Sided Sign <input type="checkbox"/> Waterfront Sign <input type="checkbox"/> Marquee Sign <input type="checkbox"/> Lit Sign <i>(sign must not be internally lit)</i>
A COMPUTER-GENERATED COLOR ILLUSTRATION OF SIGNAGE IS REQUIRED.	
Sign #2	
Materials:	Font Style:

<p>Background Color:</p> <p>Secondary Color(s):</p> <p><i>(Actual color name(s), paint chip(s), and/or color numbers are required)</i></p>	<p>Sign Dimensions (in or ft):</p> <p>_____ (h)</p> <p>_____ (l)</p> <p>_____ (w)</p>
<p>Location/Placement Description:</p> <p><i>(A photo depicting sign placement location is required.)</i></p>	<p>Please mark all that apply:</p> <p><input type="checkbox"/> One-Sided Sign</p> <p><input type="checkbox"/> Two-Sided Sign</p> <p><input type="checkbox"/> Waterfront Sign</p> <p><input type="checkbox"/> Marquee Sign</p> <p><input type="checkbox"/> Lit Sign <i>(sign must not be internally lit)</i></p>
<p>A COMPUTER-GENERATED COLOR ILLUSTRATION OF SIGNAGE IS REQUIRED.</p>	
<p>Sign #3</p>	
<p>Materials:</p>	<p>Font Style:</p>
<p>Background Color:</p> <p>Secondary Color(s):</p> <p><i>(Actual color name(s), paint chip(s), and/or color numbers are required)</i></p>	<p>Sign Dimensions (in or ft):</p> <p>_____ (h)</p> <p>_____ (l)</p> <p>_____ (w)</p>
<p>Location/Placement Description:</p> <p><i>(A photo depicting sign placement location is required.)</i></p>	<p>Please mark all that apply:</p> <p><input type="checkbox"/> One-Sided Sign</p> <p><input type="checkbox"/> Two-Sided Sign</p> <p><input type="checkbox"/> Waterfront Sign</p> <p><input type="checkbox"/> Marquee Sign</p> <p><input type="checkbox"/> Lit Sign <i>(sign must not be internally lit)</i></p>
<p>A COMPUTER-GENERATED COLOR ILLUSTRATION OF SIGNAGE IS REQUIRED.</p>	
<p>Sign #4</p>	
<p>Materials:</p>	<p>Font Style:</p>
<p>Background Color:</p> <p>Secondary Color(s):</p> <p><i>(Actual color name(s), paint chip(s), and/or color numbers are required)</i></p>	<p>Sign Dimensions (in or ft):</p> <p>_____ (h)</p> <p>_____ (l)</p> <p>_____ (w)</p>

Location/Placement Description: (A photo depicting sign placement location is required.)	Please mark all that apply: <input type="checkbox"/> One-Sided Sign <input type="checkbox"/> Two-Sided Sign <input type="checkbox"/> Waterfront Sign <input type="checkbox"/> Marquee Sign <input type="checkbox"/> Lit Sign (sign must not be internally lit)
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A COMPUTER-GENERATED COLOR ILLUSTRATION OF SIGNAGE IS REQUIRED.

SECTION 3: Signature	
_____ Applicant's Signature	Date Submitted:

FOR TOWN USE ONLY		
Amount Collected:	Payment Method (Check/Receipt No.):	Submission Date:
Status:	Reasons:	
Conditions:		
Signature:		
_____ Zoning Administrator/Designee	_____ Date	