

# **PITTSYLVANIA COUNTY Zoning Ordinance**

## **Sign Zoning Permit Application**



Zoning Administrator's Office  
Pittsylvania County Administrative Offices  
E-911 Building, 53 N. Main Street  
Chatham, Va 24531  
Telephone: 434-432-1771

PITTSYLVANIA COUNTY

***PROCESS FOR SIGN ZONING PERMITS***

STEP 1. APPLICATION:

Applicant desiring to erect or display a sign requiring a zoning permit in accordance with Section 35-100 of the Pittsylvania County Zoning Ordinance shall submit a **complete** application packet to Zoning Administration by deadline (4:00 p.m. last Thursday in month, generally). If the owner cannot appear before the Zoning Administrator, the owner(s) signature shall be notarized on the application. The application is filed in the Zoning Administrator's Office and kept open for public inspection. (*New deeds or Contract Purchase Agreement shall be presented*). Applications completed outside the zoning office shall be sign by the owner of the property and their signature notarized.

Sign Zoning Permits are handled in accordance with application procedures for a Special Use Permit as delineated in Section 35-713 of the Ordinance. This requires hearings/decisions from both the Planning Commission and Board of Zoning Appeals and will cost \$125.00 to cover processing and advertising plus first class postage as required.

The property upon which the sign will be erected must be posted in a clearly visible location at least two (2) weeks prior to the required public hearings. Signs will be posted by the County staff. Once signs are posted, it shall be the responsibility of the applicant to see that the signs remain in place until after the final public hearing.

Staff notifies adjoining property owners of the Permit application and the public hearing schedule by first class mail. Staff prepares and delivers required legal advertising to newspaper. Notification of requests and public hearing schedule must appear in a local newspaper two (2) times in two (2) consecutive weeks before each public hearing.

STEP 2. STAFF REVIEW:

Staff places **complete** application on agenda for Planning Commission and Board of Zoning Appeals. Staff visits site and surrounding neighborhood. Staff may route application to various County departments, as well as the Virginia Department of Transportation, for review. Staff compiles information from field inspection and reviews and prepares comprehensive report for Planning Commission and Board of Zoning Appeals. Each request is evaluated on the basis of its relationship with the environment, relationship to the Comprehensive Plan, and relationship to the purpose and intent of the Zoning Ordinance.

STEP 3: PLANNING COMMISSION REVIEW:

Planning Commission, as a group, may visit each site during the week prior to the public hearing.

Planning Commission Public Hearing (first Tuesday of the month, generally):

- Applicant must attend the public hearing. The applicant may have an agent present the request to the Commission if desired, but should also be in attendance in order to answer any questions and avoid delays in the review process due to lack of information.
- Interested parties may comment on the request and/or voice concerns to the Commission.

- Planning Commission may make a recommendation to the Board of Zoning Appeals to approve or deny the request, with or without suggested conditions for approval. The Commission may also continue the hearing if more information is needed.
- Unless otherwise instructed in writing by the applicant, the zoning staff will automatically schedule the request to be heard at the next public hearing of the Board of Zoning Appeals. If the applicant chooses to withdraw the petition or delay taking the petition to the Board, he/she must notify the zoning staff in writing within two (2) days after the Planning Commission public hearing. Any request to withdraw or postpone an application after the hearing has been fully advertised is subject to approval by the affected Commission or Board. Unless the body approving withdrawal specifies that the time limitation shall not apply, substantially the same petition shall not be reconsidered within twelve (12) months of the date of action. The cost of additional time for review and hearings will be borne by the county.

STEP 4: BOARD OF ZONING APPEALS ACTION:

Prior to the Board's public hearing, staff distributes report to the Board of Zoning Appeals which summarizes the Planning Commission public hearing and states the Commission's recommendation on each request.

Board of Zoning Appeals Public Hearing (third Tuesday of the month, generally):

- Applicant must attend the public hearing. The applicant may have an agent present the request to the Commission if desired, but must also be in attendance in order to answer any questions and avoid delays in the review process due to lack of information.
- Interested parties may comment on the request and/or voice concerns to the Board.
- Board of Zoning Appeals may vote to approve or deny the request. The Board may also impose upon any Special Use Permit such conditions relating to the request as it may deem necessary in the public interest. The Board may also continue the hearing if more information is needed or send the request back to the Planning Commission for additional review. The cost of additional time for review and hearings will be borne by the county.

STEPS: RECORDATION OF FINAL:

The Board's decision is considered to be in effect once the vote on the request has been announced. Legal forms are filed in the Zoning Administrator's Office the morning following the vote. All files remain open for public inspection.

## PITTSYLVANIA COUNTY

### REQUIREMENTS FOR SIGN ZONING PERMIT APPLICATION

Applications may be received by 4:00 p.m. on the last Thursday of the month, generally. **(Ex. Cases filed the last Thursday in January will be heard in March)** Incomplete packets will not be accepted. The packet must include the following information:

1. Completed application form typed and signed by applicant, including owner's signature of property where sign will be located and owner of the sign, if different from applicant. *(Owners signature shall be notarized, if signed outside the Code Compliance Office/ Zoning Administrator's Office.)*
2. Drawing or sketch showing size, dimensions, and details of sign construction including lighting, colors, etc. Also for clarity, include text to be printed on sign, if known.
3. Plat or prove drawing/ sketch showing exact location where sign is to be erected or displayed.
4. Any other information the applicant feels will assist in expediting the review of the application.
5. Legal Forms, including Petition, Recommendation, Final Order, description of property in metes and bounds. **All forms must be typed.**
6. List of names, addresses and tax map and parcel numbers of property owners who abut the property or are directly across a public right-of-way. **(Refer to County tax records in the Commissioners office.)**
7. Application fee: \$125.00 to cover required processing, signs, and newspaper advertising; plus first class postage for each adjoining property owner for mailing costs.
8. For further information or assistance, please contact the Zoning Administration staff Monday through Friday, 9:30 A.M. to 4:00 P.M. at: 434-432-1771

**PITTSYLVANIA COUNTY**  
**APPLICATION FOR SIGN ZONING PERMIT**

I/We, \_\_\_\_\_, hereby apply to the Zoning Administrator acting as agent to the Pittsylvania County Board of Supervisors for a Sign Zoning Permit as hereinafter described:

1. Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_ ZIP \_\_\_\_\_

2. Sign Owner's Name: *(If different from applicant)* \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_ ZIP \_\_\_\_\_

3. Location of Property: \_\_\_\_\_

4. Tax Map Parcel Number: \_\_\_\_\_

5. Zoning of the Property \_\_\_\_\_

6. Election District: \_\_\_\_\_

7. Size of Proposed Sign: \_\_\_\_\_ Height \_\_\_\_\_

8. Check completed items:

\_\_\_\_\_ Letter of Application \_\_\_\_\_ Site Development Plan \_\_\_\_\_ Legal Forms  
\_\_\_\_\_ 11" x 17" Concept Plan \_\_\_\_\_ Application Fee \_\_\_\_\_ Plat Map  
\_\_\_\_\_ List of Adjoining Properties

9. Any materials relating to a particular case, including a staff recommendation or report furnished to a member of the board, shall be made available without cost to such applicant, appellant or other person aggrieved. Such materials will be sent to the following email address, unless otherwise requested.

\_\_\_\_\_ (Email)

\_\_\_\_\_  
Applicant

*Sworn to and subscribed before me in my presence this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in my City and State aforesaid, by \_\_\_\_\_ Notary Public. My commission Expires: \_\_\_\_\_*

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OFFICE USE ONLY: Application No.: \_\_\_\_\_

Application Deadline: \_\_\_\_\_ P. C. Hearing Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

B.Z.A. Hearing Date: \_\_\_\_\_ Action: \_\_\_\_\_

VIRGINIA:  
BEFORE THE BOARD OF ZONING APPEALS OF PITTSYLVANIA COUNTY

A \_\_\_\_\_ acre parcel of land, )  
generally located \_\_\_\_\_ )  
within the \_\_\_\_\_ )  
Election District, and recorded as )  
parcel # \_\_\_\_\_ in the )  
Pittsylvania County tax records. )

PETITION

TO THE BOARD OF ZONING APPEALS OF PITTSYLVANIA COUNTY:

WHEREAS, your Petitioner \_\_\_\_\_ respectfully files this petition pursuant to Section 35-713 and 35-100 of the Pittsylvania County Zoning Ordinance and in accordance with the Code of Virginia 1950, as amended, and would respectfully show the following:

- 1) The Petitioner is the owner of the above-referenced parcel of land, or is filing with the owner's consent.
- 2) The property is presently zoned under the provisions of the Pittsylvania County Zoning Ordinance as \_\_\_\_\_ District.
- 2) Your petitioner now desires to have a Special Use Permit issued for the purpose of \_\_\_\_\_.

WHEREFORE, your Petitioner respectfully requests that the above-referenced parcel of land be issued a Sign Permit as set out in Number 3.

FURTHER, your Petitioner respectfully requests that this petition be referred by the Secretary to the Pittsylvania County Planning Commission for its consideration and recommendation.

Respectfully submitted,

\_\_\_\_\_  
Petitioner

*Sworn to and subscribed before me in my presence this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in my City and State aforesaid,  
by \_\_\_\_\_ Notary Public. My commission Expires: \_\_\_\_\_*

**ADJACENT PROPERTY OWNERS**

Adjacent property owners are mailed a notice of the request. Please provide each owner's name and mailing address plus zip code for every Property adjacent to the site and directly across from any public right-of-way adjoining the site. Names and addresses are available in the County Tax Commissioners office in the Courthouse.

Petition Parcel # \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
GPIN: \_\_\_\_\_

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
GPIN: \_\_\_\_\_

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GPIN: \_\_\_\_\_



**SIGN AFFIDAVIT**

**Sec. 35-817. POSTING OF PROPERTY - PLANNING COMMISSION HEARING-**

At least fourteen (14) days preceding the Commission's public hearing on a zoning map amendment, there shall be erected on the property proposed to be rezoned, a sign or signs provided by the Zoning Administrator indicating the date, time, and place of the public hearing. The sign shall be erected within ten (10) feet of whatever boundary line of such land abuts a public road and shall be so placed as to be clearly visible from the road with the bottom of the sign not less than two and one-half (2 1/2) feet above the ground. If more than one (1) such road abuts the property, then a sign shall be erected in the same manner as above for each such abutting road. If no public road abuts thereon, then signs shall be erected in the same manner as above on at least two (2) boundaries of the property abutting land not owned by the applicant.

**Sec. 35-818, POSTING OF PROPERTY - BOARD OF SUPERVISORS HEARING-**

When a public hearing has been scheduled before the Board of Supervisors for a Zoning Map amendment, there shall be erected, at least fourteen (14) days preceding such hearing, a sign or signs provided by the Zoning Administrator indicating the date, time and place of the public hearing. Such sign or signs shall be erected in the same manner as prescribed in Section 35-817 above.

**Sec. 25-819. MAINTENANCE AND REMOVAL OF SIGNS.**

Any sign erected in compliance with this section shall be maintained at all times by the applicant up to the time of the hearing. It shall be unlawful for any person, except the applicant or the Zoning Administrator or an authorized agent of either, to remove or tamper with any sign furnished during the period it is required to be maintained under this Section. All signs erected under this Section shall be removed by the applicant with fourteen (14) days following the public hearing for which it was erected.

I have read and understand Sections 35-817, 35-818, and 35-819 of the Pittsylvania County Zoning Ordinance. I understand it is my responsibility to post, maintain and remove this/these sign or signs, according to Section 35-817, Section 35-818, and 35-819. If this sign is removed or destroyed, I understand it is my responsibility to obtain another sign from the Zoning office, post the property and maintain the sign(s), according to the above Sections of the Pittsylvania County Zoning Ordinance.

***Should the property not be posted and the sign(s) maintained as required above, I understand the board may defer the case.***

Case \_\_\_\_\_ Applicant \_\_\_\_\_ Date \_\_\_\_\_  
worn to and subscribed before me in my presence this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in my City and State  
aforesaid, by \_\_\_\_\_ Notary Public. My commission Expires: \_\_\_\_\_



**SPECIAL POWER OF ATTORNEY**

**Property Description (GPIN, Street Address or Common Description, Borough):**

\_\_\_\_\_  
\_\_\_\_\_

GPIN # \_\_\_\_\_

I/we \_\_\_\_\_, am/are:

\_\_\_\_\_ the applicant for the above-referenced application  
\_\_\_\_\_ the owner(s) of the property described above

I/we do hereby make, constitute, and appoint \_\_\_\_\_, authorized agent of \_\_\_\_\_, my/our true and lawful attorney-in-fact, and grant unto my/our attorney-in-fact full power and authority to make any and all applications and execute any related documents required in connection with all zoning and/or permitting matters related to \_\_\_\_\_, on the above described property (the "Property"), and to perform all acts and make all agreements as such person shall deem necessary or appropriate in regard to said zoning and/or permitting matters, including but not limited to the following authority: the authority to negotiate with localities; to sign and submit proffers that would constitute binding conditions on the Property; to agree to conditions and bind the Property with conditions, whether through proffers or other agreements; to sign and submit applications, agreements and/or other documents in connection with rezoning, conditional rezoning, special use permits, conditional use permits, special exceptions, zoning variances, building permits and/or any other permits related to \_\_\_\_\_, on the Property; and to modify or amend any documents in whole or in part relating to such applications, agreements and related documents. I/we ratify all actions taken to date in connection with the zoning and/or permitting of the Property related to \_\_\_\_\_, on the Property.

\_\_\_\_\_  
Owner: Print Name \_\_\_\_\_

Commonwealth of Virginia City/County of \_\_\_\_\_, to-wit:  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, in my City and State aforesaid, by \_\_\_\_\_ Notary Public.  
My Commission Expires: \_\_\_\_\_.