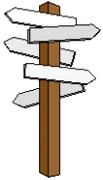


# Town of Culpeper Sign Permit Information



The Town of Culpeper regulates all signage placed on the exterior of buildings or structures. Sign regulations are intended to promote signs that are compatible with landscape and architecture of surrounding buildings, are legible and appropriate to the activity to which they pertain, are not distracting to motorist, and are constructed and maintained in a structurally sound and attractive condition.

A sign permit must be obtained from the Planning & Community Development Department prior to the display and erection of any sign unless as excepted in Sec. 27-239 of the Town Zoning Ordinance.

In order to determine how large or how many signs a business may display, it must be established in which zoning designation the business is located. Contact the Planning & Community Development Department for this information.

Permitted Signs:

## Residential Districts

- One (1) identification sign, no more than twenty-four (24) square feet in area for

subdivisions, multi-family developments and neighborhoods.

- Signs excepted from permits and by the definition of sign.
- Signs as may be approved as part of a conditional use permit or zoning map amendment by the town.

## Commercial -1

- All signs permitted in residential districts.
- Business signs with an area of two (2) square feet for each foot of building frontage to a maximum of eighty (80) square feet of sign area. Such sign(s) area must be contained on one or more of the following: wall sign, awning/canopy sign, projecting sign, marquee sign.
- For a business exceeding frontage of seventy-five (75) feet, one (1) freestanding, ground-mounted or monument sign per business, no more than fifty (50) square feet in size is permitted provided that not more than two such signs and a total freestanding sign area of 100 square feet shall be permitted on any lot of record as of May 1, 1999.

## Commercial-2

- All signs permitted in residential districts.
- Business signs with an area of two (2) square feet for each foot of building frontage to a maximum of one hundred twenty (120) square feet of sign area. Such sign(s) area must be contained on one or more of the following: wall sign, awning/canopy sign, projecting sign, marquee sign.
- Business signs no more than half the area permitted in subparagraph (2) of this section, in the side and rear of the building; provided, they face a parking area or alley.
- For a business exceeding frontage of seventy-five (75) feet, one (1) freestanding, ground-mounted or monument sign per business, no more than eighty (80) square feet in size is permitted provided that not more than two such signs and a total freestanding sign area of 160 square feet shall be permitted on any lot of record as of May 1, 1999.

## Commercial-3 & Commercial-4

- All signs permitted in residential districts.
- Wall or building-mounted signs: Business signs with a total area no than

two (2) square feet for each foot of building frontage. For multiple tenant buildings, each business is allowed to install a building-mounted sign not to exceed eighty (80) square feet, provided that the total signage on the entire building does not exceed the requirement of two (2) square feet for each foot of building frontage. Such sign(s) area must be contained on one or more of the following: wall sign, awning/canopy sign, window sign, projecting sign, marquee sign.

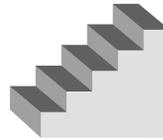
- Business signs no more than half of the area permitted in subparagraph (2) of this section on the side and rear of the building; provided they face a parking area or alley.
- One (1) freestanding business, ground mounted or monument sign no more than one hundred twenty (120) square feet in area per business with lot frontage of one hundred (100) feet or more provided that not more than two such signs and a total freestanding sign area of two hundred forty (240) square feet shall be permitted on any lot of record as of May 1, 1999.
- Shopping centers shall be permitted one (1) freestanding, ground-mounted or monument sign of one hundred eighty (180) square feet for the shopping center name and an additional twenty (20) square feet for each individual business in the center; provided, it is located on the same sign(s) as the shopping center sign.

### Industrial districts (M1 and M2).

All signs permitted in the Commercial-3/Commercial-4 districts.

A sign permit is not required for replacing the face of an existing sign. For more information, please contact the Planning & Community Development Department. Prohibited signs are listed in Section 27-240 of the Zoning Ordinance.

The fee for a sign permit is calculated at \$1.00 per square footage of the sign; with a minimum of \$10.00.

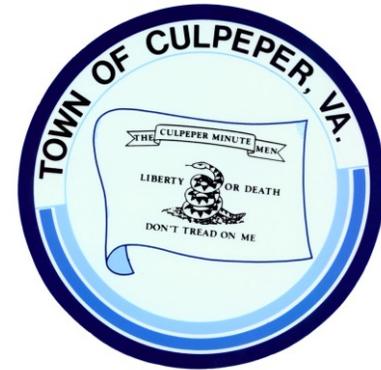


The sign permit is the *first step* in the building permit process. After receiving zoning approval, the applicant must receive a building permit from the County Building Official's Office located at 302 N. Main Street, Culpeper, Virginia.

The property owner may serve as the contractor. If a contractor will be performing the work, the following information is needed:

- State Contractor's license number, class and expiration date.
- Also contractor must have a valid Town of Culpeper Business License.

For further information, please contact the Department of Planning & Community Development. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.  
Phone – (540) 829-8260 Fax – (540) 829-8279  
E-Mail – mbrown@culpeperva.gov or mhouston@culpeperva.gov



**Town of Culpeper  
400 S. Main Street  
Culpeper, VA 22701**

Department of Planning  
& Community Development  
3<sup>rd</sup> Floor, Suite 301  
Phone: (540) 829-8260  
Fax: (540) 829-8279

**Sign Permit  
Application  
Information**