

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.

Agricultural & residential district signs:

Type Allowed	Permanent – Ground Mounted/Monument	Permanent Wall or Window Sign or affixed to Mailbox	Flags
Size (each/total)	24 s.f.	6 s.f. total	16 s.f. per side
Maximum Number	1 per subdivision, multi-family development or neighborhood	2 per lot	Unlimited
Illumination	Indirect	Indirect	Only if required by law
Setback	5'	None	5'
Maximum Height	8'	8'	25'
Duration	Unlimited	Unlimited	Unlimited

Accessory to nonresidential uses in residential districts. Animated signs are prohibited.

Type Allowed	Permanent – Ground Mounted Monument	Permanent Wall, Awning, Canopy, Window, Projecting, Marquee	Flags	Temporary Signs
Size (each total)	65 s.f.	16. s.f.	16 s.f. per side	16 s.f.
Maximum Number	1 per lot frontage of 75'	2 s.f. for each foot of building frontage	No limit	4 per year
Illumination	Indirect	Indirect	None	None
Setback	5'	n/a	None	None
Maximum Height	8'	n/a	25'	8'
Duration	Unlimited	Unlimited	Unlimited	30 days per sign

Commercial District 1 (C1) signs:

Type Allowed	Permanent – Ground Mounted Monument	Permanent Wall, Awning, Canopy, Window, Projecting, Marquee	Flags	Temporary Signs
Size (each total)	65 s.f.	Max 80 s.f. total	24 s.f. per side	16 s.f.
Maximum Number	1 per lot frontage of 75'	2 s.f. for each foot of building frontage	No limit	4 per year
Setback	5'	n/a	5'	None
Maximum Height	8'	n/a	25'	8'
Duration	Unlimited	Unlimited	Unlimited	30 days per sign

Additional temporary signs are allowed without a permit as provided in Sec. 27-239(4).

Commercial District 2 (C2) signs:

Type Allowed	Permanent – Ground Mounted Monument	Permanent Wall, Awning, Canopy, Window, Projecting, Marquee	Flags	Temporary Signs
Size (each total)	80 s.f.	Max 120 s.f. total	24 s.f. per side	16 s.f.
Maximum Number	1 per lot frontage of 75'	2 s.f. for each foot of building frontage	No limit	4 per year
Setback	5'	n/a	5'	None
Maximum Height	8'	n/a	25'	8'
Duration	Unlimited	Unlimited	Unlimited	30 days per sign

Additional temporary signs are allowed without a permit as provided in Sec. 27-239(4). Business signs on the side and rear of the building shall be allowed provided they face a parking area or alley. Business signs shall be allowed with a total area no more than 1 s.f. for ea. foot of linear building width along the side and rear of the building where it is attached.

Commercial District 3, 4 and Planned Unit Development Signs (C3, C4 and PUD)

Type Allowed	Permanent – Ground Mounted Monument	Permanent Wall, Awning, Canopy, Window, Projecting, Marquee	Flags	Temporary Signs
Size (each total)	180 s.f.	Max 2 s.f. for ea. foot of building frontage	24 s.f. per side	16 s.f.
Maximum Number	1 per lot frontage of 100'	n/a	No limit	4 per year
Setback	5'	n/a	5'	None
Maximum Height	8'	n/a	25'	8'
Duration	Unlimited	Unlimited	Unlimited	30 days per sign

Also in C3, C4 & PUD

Type Allowed	On Site Signs
Size (each total)	16 s.f.
Maximum Number	4
Setback	0'
Maximum Height	8'
Duration	Unlimited

Additional temporary signs are allowed without a permit as provided in Sec. 27-239(4).

Commercial centers containing more than 4 separate businesses shall be permitted an additional 20 s.f. for each individual business in the center provided it is located on the same freestanding commercial sign.

Business signs on the side and rear of the building shall be allowed provided they face a parking area or alley. Business signs shall be allowed with a total area no more than 1 s.f. for each foot of linear building width along the side and rear of the building where it is attached.

Industrial District (M1 & M2) signs:

All signs permitted in commercial districts 3, 4 and planned district are permitted in industrial districts. Internal signs that are not visible from the public right-of-way or other publicly owned land may be erected without a zoning permit and without regard to size or height.

The fee for a sign permit is calculated at \$1.00 per square footage of the sign; with a minimum of \$25.00.



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-Mails:
 Emma Buchanan – ebuchanan@culpeperva.gov
 Salem Bush – sbush@culpeperva.gov



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 400 S. Main Street
 Culpeper, VA 22701**

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 3rd Floor, Suite 301
 Phone: (540) 829-8260
 Fax: (540) 829-8279

**Sign Permit
 Application
 Information**