

Signs in Botetourt County



January 21, 2015

Purpose of Sign Regulation

- To support commercial, industrial and institutional uses;
- To support flexibility in signage materials, designs and use;
- To avoid conditions that reduce sign effectiveness;
- To encourage an appealing physical environment that attracts economic activity and development;
- To provide clear regulations;
- To administer an easy and predictable permit process and fair and effective enforcement.

Purpose of Sign Regulation



Do I Need a Permit?

- Signs exempt from permitting
- Signs requiring permits
 - Permanent signs
 - Temporary signs
- Prohibited signs
- Properties with Proffers and/or Conditions

Examples of Exempt Signs

- Government and regulatory signs
- Memorial tablets or signs, historical markers
- Some signs within recreational use facilities
- Flags or civic emblems
- Identification signs, such as for bathrooms, etc. less than 6 sf²
- Public utility signs
- Some signs on private property advertising yard sales (3 days prior to day of event)
- Warning signs 1.5 sf² in size warning against trespassing or danger
- Changing of messages on marquee, bulletin boards, directories on existing permitted signs
- One "OPEN" neon or LED window sign not larger than 3 sf²

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Examples of Exempt Signs

- One real estate sign per street frontage no more than 12 sf
- Official posted notices
- Some political signs on privately owned lot
- Campaign or fundraising sign on privately owned lot
- Coming Soon, Grand Opening, Under New Management, Going out of Business on privately owned lot (30 days, 12 sf max)
- Interior window signs advertising limited specials, if promptly removed
- Flags reading "Open" or "Open for Business" no more than 15 sf attached to a structure other than the ground



Examples of Prohibited Signs

- Flashing signs
- Portable signs
- Signs on stationary vehicles
- Billboards
- Any moving or sound producing sign
- Signs violating provisions of any law of the Commonwealth of Virginia relating to outdoor advertising
- Any sign or banner in or across public right of way
- Roof top signs
- Any signs using the word "stop" or "danger"

Examples of Prohibited Signs

- Any non-shielded illuminated sign within 200 feet of certain zoning districts
- Some illuminated tubing or strings of lights for the purpose of illumination
- Any sign in violation of the Botetourt County Code or the VUSBC
- Signs attached to trees, poles, rocks, curbstone, sidewalk, lampposts, hydrants, bridges, markers or other signs (other than those outlined previously)
- Any sign that projects beyond a lot line
- Some overhanging signs
- Any signs exceeding the height limit for the Zoning District
- Any signs projecting more than 4 feet from the building to which it is attached
- Searchlights or other lights independent of an exempt or permitted sign

BOTETOURT COUNTY DEVELOPMENT SERVICES SIGN PERMIT

5 West Main Street, Suite 100♦ Fincastle, Virginia 24090 ♦ 540.473.8320

Property Information:

Property Owner's Name					
Business Owner's Name					
Business Name					
Mailing Address					
Physical Address for Sign					
Telephone Number					
Tax Parcel		Zoning		Sign Permit #	

Electronic Message Boards

Date of Rezoning/Special Exception Approval: _____
Attach approval letter and conditions/proffers

New Sign Information. Please complete the following **required** information.

Type of Sign:

Wall Monument Window (Neon) Bulletin Board Directory Freestanding (Ground/Pole)
 Electronic Message Board Projecting Sign Reface Banner Other _____

Measurements:

❶ Sign Area: _____ x _____ = _____ Sq. Ft. Linear feet of building frontage: _____ Ft.
Applicable to multiple-storefront buildings

Street/Road Frontage _____ Setback from nearest right-of-way _____ Ft.
(if applicable) *(if applicable)*

Total Height _____ Ft. Setback from nearest property line _____ Ft.

❷ Sign Area: _____ x _____ = _____ Sq. Ft. Linear feet of building frontage: _____ Ft.
Applicable to multiple-storefront buildings

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Existing Sign Information. Please complete the following **required** information.

Type of Sign:

Wall Monument Window (Neon) Bulletin Board Directory Freestanding (Ground/Pole)

Electronic Message Board Projecting Sign Reface Banner Other _____

Type/number _____ Existing Square Footage _____ Maximum Aggregate _____
Show Documentation

Please attach two (2) separate, required items as follows:

- SITE PLAN:** Draw or attach a rendering of the property and indicate the highway/road numbers/name. Show proposed location of sign and distance in feet from the front and side property lines to the leading edge of the sign.
- SIGN DRAWING:** Draw or attach a rendering of the proposed sign. Indicate (a) length, (b) width, and (c) total height from ground level to the top of the proposed sign. Show name of business or message to be on proposed sign.

Associated fees: _____ x \$25 = \$ _____
Total # of signs.

_____ x \$10 = \$ _____
Total # of temporary signs

_____ x \$10 = \$ _____
Total # of refacing signs.

Total sign fees = = \$ _____

~ At this time, payment by cash or check only ~

I/we, _____ do hereby acknowledge receipt and understanding of the Botetourt County Sign Ordinance. The sign shall remain in compliance with the Botetourt County Zoning Ordinance, as well as any additional approved conditions and requirements.

APPLICANT'S SIGNATURE

DATE

APPROVED BY ZONING ADMINISTRATOR or PLANNER

DATE

NOTE: After receiving approved sign permit, the applicant is responsible for obtaining an approved Building and/or Electrical Permit.

BOTETOURT COUNTY DEVELOPMENT SERVICES SIGN PERMIT

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Property Information:

Property Owner's Name					
Business Owner's Name					
Business Name					
Mailing Address					
Physical Address for Sign					
Telephone Number					
Tax Parcel		Zoning		Sign Permit #	

Can use County GIS for some information; however, use data with caution!

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Electronic Message Boards

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(if applicable)

Setback from nearest right-of-way _____ Ft.
(if applicable)

Total Height _____ Ft.

Setback from nearest property line _____ Ft.

Types of Signs

- Wall sign
- Projecting: Any sign, other than a wall, awning or marquee sign, which is affixed to a building
- Marquee: A sign attached to and made part of a marquee or any similar projections from a building,



Types of Signs

- Window sign: Any sign attached to or applied directly to the surface of a window or any sign visible from a public right of way through a window but no more than two feet from the window surface.



Types of Signs

- Bulletin board: A sign presenting the name, time or date of meetings and related information concerning a civic or religious organization
- Directory: A sign on which the names and locations of occupants or the uses of a building or group of buildings is given along with a location of the business or service.
- Kiosk: A freestanding structure with three or more sides located within a pedestrian circulation area in commercial districts and used for the posting and notices and locational information but not for commercial advertising



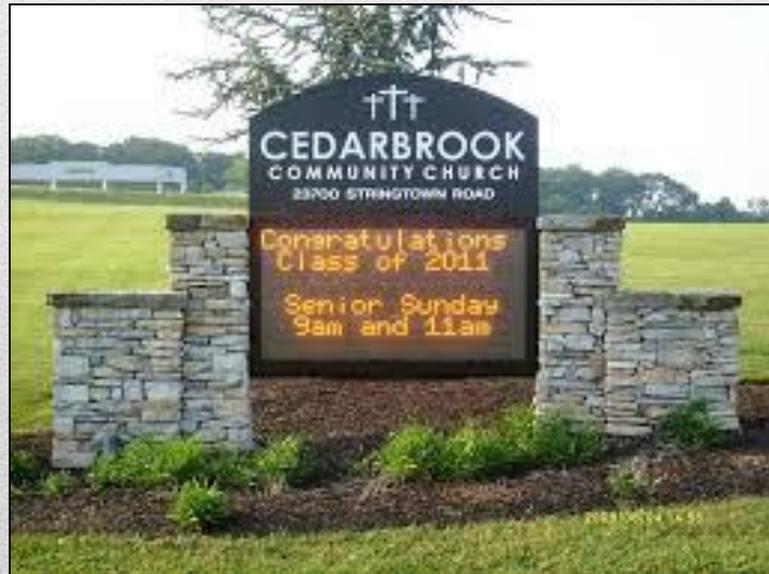
Types of Signs

- Freestanding:
 - Ground mounted: Any sign supported by structures or supports in or upon the ground and independent of any support from any building, not a pole sign
 - Pole-mounted: Mounted on one more poles with more than 30 inches of clearance from the ground to the bottom of the sign
 - Monument: Built on grade and attached to a continuous structural base



Types of Signs

- Electronic Message Board: A sign display or device that changes message copy on the sign by means of LEDs, fiber optic light bulbs, LCD or other illumination devices within the display area.



Types of Signs



- Banner: Cloth, paper or material of any kind intended to attract attention to a service, product, sale, grand opening or similar on the same parcel where the activity is occurring or service is available. Governmental or symbolic flags should not be considered banners.



- Not allowed in conjunction with EMBs
- If freestanding, only one freestanding sign per lot at any one time still applicable

Measurements:

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Calculating Sign Area

- Sign area
- Allowable sign area
- Linear feet of road frontage
 - Applicable to: Freestanding signs
- Linear feet of store frontage
 - Applicable to: SC districts, Wall signs
- Setback from right of way
- Height of sign

Frontage Calculations

- For most accuracy, use survey or most recent recorded plat
- Can use GIS for “ballpark”; however, if close, then sign could be in violation even with approved permit.
- Burden of proof is on applicant

Maximum allowable sign area

Zoning District	Maximum allowable SF ²
A-1, FC	50
RR, AR, R-1, R-2, R-3	30
B-1, B-2, B-3	120
M-1, M-2, M-3	150
Exit 150*	150
SC, PUD, TND, POP, PIP	** Should be submitted at time of application for use

No more than one freestanding sign per lot, with the possible exception of shopping centers

Sign type	Calculating allowable SF ²	Max Height	Setback
Bulletin Boards	20 sf ² per each road frontage, 40 sf ² max	10 feet	15 feet
Directory	50 sf ² per road frontage		10 feet
Electronic Message Board	***	7 feet	10 feet
Farm	30 sf ² , max 3	10 feet	15 feet
Freestanding Monument*	One sf ² per 5 lineal feet of road frontage, 60 sf ² max of 1	10 feet	15 feet
Freestanding ground sign*	One sf ² per 5 lineal feet of road frontage, 40 sf ² max of 1 No more than 30 inches of clearance from bottom of sign to ground	7 feet	10 feet
Multiple tenants in SC	One sf ² per one lineal foot of store frontage		
Home occupation	2 sf ²	6 feet	5 feet
Kiosk (10+ businesses only)	60 sf ²	10 feet	10 feet
Neon	5 sf ²	n/a	n/a
Freestanding Pole (I81 only)*	150 sf ²	35 feet	10 feet
Projecting Wall Mounted	One sf ² to one lineal foot of store frontage, 12 sf ² max Max 1 sign per 18 feet of storefront	7'6" clearance to pavement	n/a
Subdivision	24 sf ²	6 feet	10 feet
Temporary*	1 per calendar year, not in conjunction with EMBs Commercial and industrial: 30 sf ² max Other districts: 16 sf ² max		15 feet
Wall/Marquee	One sf ² to one lineal foot of store frontage, 100 sf ² max	n/a	n/a
Window	25% of total sf ² of window area, or 16 sf ² whichever is less	n/a	n/a
Nonconforming Uses	One sign, 6 sf ²		20 feet from front lot lines, 10 feet from side or rear

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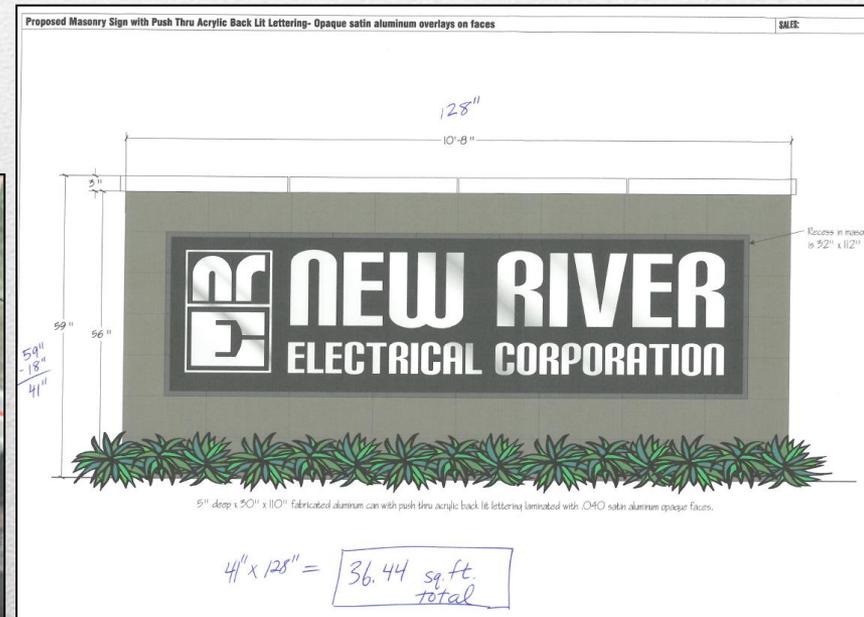
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Calculating fees

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Total # of signs.

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APPLICANT'S SIGNATURE

DATE

APPROVED BY ZONING ADMINISTRATOR or PLANNER

DATE

NOTE: After receiving approved sign permit, the applicant is responsible for obtaining an approved Building and/or Electrical Permit.

Rev0914



Calculating fees



BOTETOURT COUNTY, DEVELOPMENT SERVICES
BUILDING & ZONING PERMIT APPLICATION
 5 WEST MAIN STREET SUITE 100 FINCASTLE, VIRGINIA 24090 (office) 540.473.8248 (fax) 540.473.2018

PERMIT # _____

Applicant: _____ Phone #: _____

Mailing Address: _____ Email: _____

Address of work to be performed: _____

Subdivision: _____ Lot: _____ Sec: _____ Date Lot Created: _____
 District: _____ Zoning: _____ Tax Map #: _____ Land Use: _____

Directions from Permit Office: _____

Owner (if Different Than Applicant): _____ Phone #: _____

Mailing Address: _____

<u>Type of Work:</u>	<u>Proposed Use:</u>	<u>Description of work to be performed / Additional Information:</u>
<input type="checkbox"/> New Building	<input type="checkbox"/> Single Family Dwelling	
<input type="checkbox"/> Addition	<input type="checkbox"/> Two or More Family	
<input type="checkbox"/> Alteration	<input type="checkbox"/> Commercial	
<input type="checkbox"/> Demolition	<input type="checkbox"/> Other	

<u>Principal Type of Framing:</u>	<u>Type of Sewer:</u>	<u>Building Dimensions:</u>	<u>Permit Add-Ons:</u>
<input type="checkbox"/> Masonry	<input type="checkbox"/> Public or Private	Number of Stories: _____	(Check all that apply)
<input type="checkbox"/> Wood	(info) _____	Total Sq. Footage: _____	<input type="checkbox"/> Permanent Power (\$50)
<input type="checkbox"/> Structural Steel	<input type="checkbox"/> Individual Septic	(info) _____	<input type="checkbox"/> Temp-Pole (\$25)
<input type="checkbox"/> Reinforced Concrete	(info) _____	<u>Residential Buildings Only:</u>	<input type="checkbox"/> Mobile Home Elec (\$25)
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Number of Rooms	<input type="checkbox"/> Sewer Connect (\$25)
	<u>Type of Water Supply:</u>	<input type="checkbox"/> Number of Bedrooms	<input type="checkbox"/> Certificate of
	<input type="checkbox"/> Public or Private	Bathrooms: _____ Full _____ Partial	Occupancy (\$25)
	(info) _____		
	<input type="checkbox"/> Individual Well	<u>SWPPP:</u>	
	(info) _____	<input type="checkbox"/> Permit	
		<input type="checkbox"/> E&S Agreement In Lieu	
		<input type="checkbox"/> SW Agreement In Lieu	

VDOT Entrance Permit:

Attached

Not Required

Power Company: _____

<u>Contractors: (Name)</u>	<u>(Contractor Lic #, Exp. Date, Business Lic #, Exp. Date)</u>	<u>Construction Costs:</u>
_____	_____	Total: \$ _____
_____	_____	Elec: \$ _____
_____	_____	Mech: \$ _____
_____	_____	Plumb: \$ _____

Signature of Applicant: _____ Date: _____

<u>For Office Use Only:</u>		<u>Approvals:</u> (Signature) _____ (Date) _____
Lien Agent: _____	Building \$ _____ <input type="checkbox"/>	Zoning Review: _____
	Electrical \$ _____ <input type="checkbox"/>	Notes: _____
Date Received: _____	Mechanical \$ _____ <input type="checkbox"/>	Floodplain: <input type="checkbox"/> Yes <input type="checkbox"/> No
Address: _____	Plumbing \$ _____ <input type="checkbox"/>	Site Review: _____
	Add-Ons \$ _____	Building Review: _____
Phone: _____	SWPPP \$ _____	Building Official: _____
Fax: _____	Total Permit Fee: \$ _____	
DATE ISSUED: _____	DATE FINALED: (w/ Initials) _____	<input type="checkbox"/> Call <input type="checkbox"/> Mail

Rev 9/14

BOTETOURT COUNTY, VIRGINIA

BUILDING PERMIT FEES

EFFECTIVE JULY 1, 2005

Make checks payable to Botetourt County

Building Permit	<ul style="list-style-type: none"> For estimated cost of construction up to \$20,000.00 For estimated cost of construction from \$20,000.01 to \$100,000.00 For estimated cost of construction from \$100,000.01 to \$500,000.00 For estimated cost of construction from \$500,000.01 to \$1 million For estimated cost of construction over \$1 million 	<ul style="list-style-type: none"> \$9.00 per \$1,000 or fraction thereof (min. fee \$35). \$180 plus \$3.63 per \$1,000 or fraction thereof over \$20,000. \$480 plus \$3.50 per \$1,000 or fraction thereof over \$100,000. \$1,885 plus \$1.38 per \$1,000 or fraction thereof over \$500,000. \$2,575 plus \$0.71 per \$1,000 or fraction thereof over \$1 million.
Electrical Permit Plumbing Permit Mechanical Permit	Where estimated cost of construction is:	
	\$0.00 to \$500.00	\$35.00
	\$500.01 to \$1,000.00	\$40.00
	\$1,000.01 to \$2,000.00	\$50.00
	\$2,000.01 to \$3,000.00	\$60.00
	\$3,000.01 to \$4,000.00	\$70.00
	\$4,000.01 to \$5,000.00	\$85.00
	Over \$5,000.00	\$85.00 plus \$4.50 for each additional \$1,000 or fraction thereof.
Re-Inspection Fee		\$25.00
Temp. Electrical Inspection Fee		\$25.00
Certificate of Occupancy	Required for new buildings, additions, or renovations with change of use.	\$25.00
Water/Sewer Connection Inspection Fee		\$25.00
Reconnection Inspection Fee		\$25.00
Mobile Home Power Only		\$25.00
		\$50.00