



# Application for Zoning Clearance

Planning & Zoning Department  
 412 Tazewell Avenue  
 Cape Charles, VA 23310  
 757-331-3259 x31  
[planningtech@capecharles.org](mailto:planningtech@capecharles.org)

Revised 011/2025	
Taxes	
Violations	—
Fee	exempt
Decision	

Fee \$150 unless a residential building permit

Budget Code: MISPL 100-3100-1070

Budget Code for VIOLATIONS: PERMZ 100-3100-1370

## PART 1. APPLICATION NOTES

Use this form to request zoning clearance for all new construction, alteration of existing structures, additions, or demolitions within the Town of Cape Charles \* *The applicant is responsible for confirming and obtaining all necessary building permits after approvals.*

In addition to the information required in this application, all items from this checklist must be submitted before it can be evaluated.

- Photos of existing area  
  Site Plan  
  Owner Affidavit

Owner/Applicant signature:

Date: 12/11/2025

## PART 2: PROPERTY INFORMATION

Property Address: 1500 Old Cape Charles Rd

Tax Map #: 083A3-A-14D

Zoning District if not located in Bay Creek:

- R-1  
  R-2  
  R-3  
  CR  
 C-1  
 C-2  
 C-3  
 M-2  
 HARB-C  
 HARB-LI

Zoning District if located in Bay Creek:  Located on Bay Creek property, but not in a current subdivision

Subdivision Name	Zoning Designation	Subdivision Name	Zoning Designation
<input type="checkbox"/> Bayside Village	PUD Village	<input type="checkbox"/> Muirfield Village	PUD Village
<input type="checkbox"/> Bay Vista	PUD R-3	<input type="checkbox"/> New Quarter	PUD R-2
<input type="checkbox"/> Fairways	PUD R-3	<input type="checkbox"/> Plantation Pointe	PUD R-1
<input type="checkbox"/> Heron Pointe	PUD R-2	<input type="checkbox"/> The Colony	PUD R-3
<input type="checkbox"/> Kings Bay	PUD R-2	<input type="checkbox"/> The Hollies	PUD R-2
<input type="checkbox"/> Marina Resort	PUD R-2	<input type="checkbox"/> The Signature	PUD R-2
<input type="checkbox"/> Marina Village East	PUD R-2	<input type="checkbox"/> The Villas at Magnolia Park	PUD Village

**PART 3: PROPERTY OWNER INFORMATION**

Name and/or Company: **Cape Charles Rosenwald School Restoration Initiative**

Mailing Address: **P.O. Box 294, Cape Charles, VA 23310**

Phone Number: **(757) 636-8667**

Email: **emcmath@ccimpactcenter.org**

**PART 4: APPLICANT INFORMATION**

Check here if the applicant is the owner. (If applicant is not the property owner, an Owner's Permission Affidavit must be attached.)

Name and/or Company:

Mailing Address:

Phone Number:

Email:

**PART 5: PROJECT INFORMATION – DESCRIBE PROPOSED WORK IN DETAIL**

Install a permanent, free-standing building sign for The Impact Center, featuring our logo, our tag line, our address, as well as a letter board to advertise our community programming.

**PART 6: ADDITIONAL INFORMATION**

Category of work	<input type="checkbox"/> Residential	<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Industrial
Type of work	<input type="checkbox"/> New (landscape plan needed)	<input type="checkbox"/> Renovations	<input type="checkbox"/> Repairs
(Check all that apply)	<input type="checkbox"/> Demolition ___ Full ___ Partial _____ ft <sup>2</sup>		
	<input type="checkbox"/> Addition	<input type="checkbox"/> Accessory structure ___ ft <sup>2</sup>	
	<input type="checkbox"/> Fence	<input type="checkbox"/> Pool (requires a CUP)	
	<input type="checkbox"/> Roof	<input type="checkbox"/> Solar Panels	
	<input type="checkbox"/> Elevator		
	<input checked="" type="checkbox"/> Other (specify) Free-standing building sign		

Are trees going to be removed?  No  Yes If yes, please complete a Tree Permit Application.

Applicant's signature: Elise McMath

Date: 12/11/2025

Zoning Administrator's signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Sign Permit Application

Planning & Zoning Department  
 412 Tazewell Avenue  
 Cape Charles, VA 23310  
 757-331-3259 x32

[planningadmin@capecharles.org](mailto:planningadmin@capecharles.org)

Revised 11/2025

Taxes	
Violations	—
Fee	exempt
Decision	

<b>Permit #</b>	<b>Budget Code: SIGNP-100-3100-1570</b>
<b>PART 1: APPLICATION NOTES</b>	
<p>Use this form to request permission to display or erect any sign. No sign can be placed in, or overhang in, the public right-of-way, nor shall they be attached to any utility pole, light standard, or street tree. Additional requirements can be found in CCZO Article V.</p> <ul style="list-style-type: none"> <li>• No application shall be granted unless taxes on the real estate in question are paid in full as of the date of the application.</li> <li>• No application shall be granted if there is an outstanding zoning violation on the real estate in question.</li> <li>• <b>If the applicant is not the owner, an Owner Affidavit must be submitted.</b></li> </ul>	
<b>PART 2: PROPERTY INFORMATION</b>	
Property Address: 1500 Old Cape Charles Rd	
Contractor: Andy Bucholz	
Address: 22156 S Bayside Rd. Cape Charles, VA 23310	
Email: <a href="mailto:andy@easternshoresigns.com">andy@easternshoresigns.com</a>	Phone #: 757-331-4432
<b>PART 3: PROPERTY OWNER INFORMATION</b>	
Property Owner/Tenant: Cape Charles Rosenwald School Restoration Initiative	
Business Address: P.O. Box 294, Cape Charles, VA 23310	
Email Address: <a href="mailto:emcmath@ccimpactcenter.org">emcmath@ccimpactcenter.org</a>	Phone#: (757) 636-8667
<p><i>If the tenant is not the property owner, an Owner Affidavit for Permission to Represent must be completed and submitted with this request.</i></p>	
<b>PART 4: PROJECT INFORMATION</b>	
Estimated Cost: \$5,000	Sign: Material: vinyl composite
Advertisement (description):	

**PART 5: PROJECT INFORMATION**

Location of Signs	# Signs Permitted Please refer to the CCZO Section listed.	Sign Type Proposed	Sign Dimension and Area
<input type="checkbox"/> R-1 <input type="checkbox"/> R-2 <input type="checkbox"/> R-3 <input type="checkbox"/> CR <input checked="" type="checkbox"/> C-1 <input type="checkbox"/> C-2 <input type="checkbox"/> C-3 <input type="checkbox"/> HARB-C <input type="checkbox"/> HARB-LI <input type="checkbox"/> M-2	Section 5.11.1 Section 5.11.2 Section 5.11.2 Section 5.11.3	<input type="checkbox"/> Flags <input checked="" type="checkbox"/> Freestanding <input type="checkbox"/> Wall Signs* <input type="checkbox"/> Temporary Moveable Signs <input type="checkbox"/> Other: _____ _____ Number of Signs	<p align="right">59 sq ft</p> 10 ft height 8 ft width <del>00</del> sq ft _____ ft height _____ ft width _____ sq ft Multiply number of signs x height x width to get area
Front Footage of Lot _____ sq ft Front Footage of Building _____ sq ft		*How is the sign affixed to the building? N/A	

Attached proposed rendering and an outline of the proposed sign using dashed lines to indicate distances to other buildings and all property lines. Include the exact sign type from Sections 5.11.1, 5.11.2, or 5.11.3.

site plan, size rendering, and design rendering  
**ATTACHED**

Applicant's signature: Elise McMath

Date: 12/11/2025

Zoning Administrator's signature: \_\_\_\_\_

Date: \_\_\_\_\_



120"

4"

4"

48"

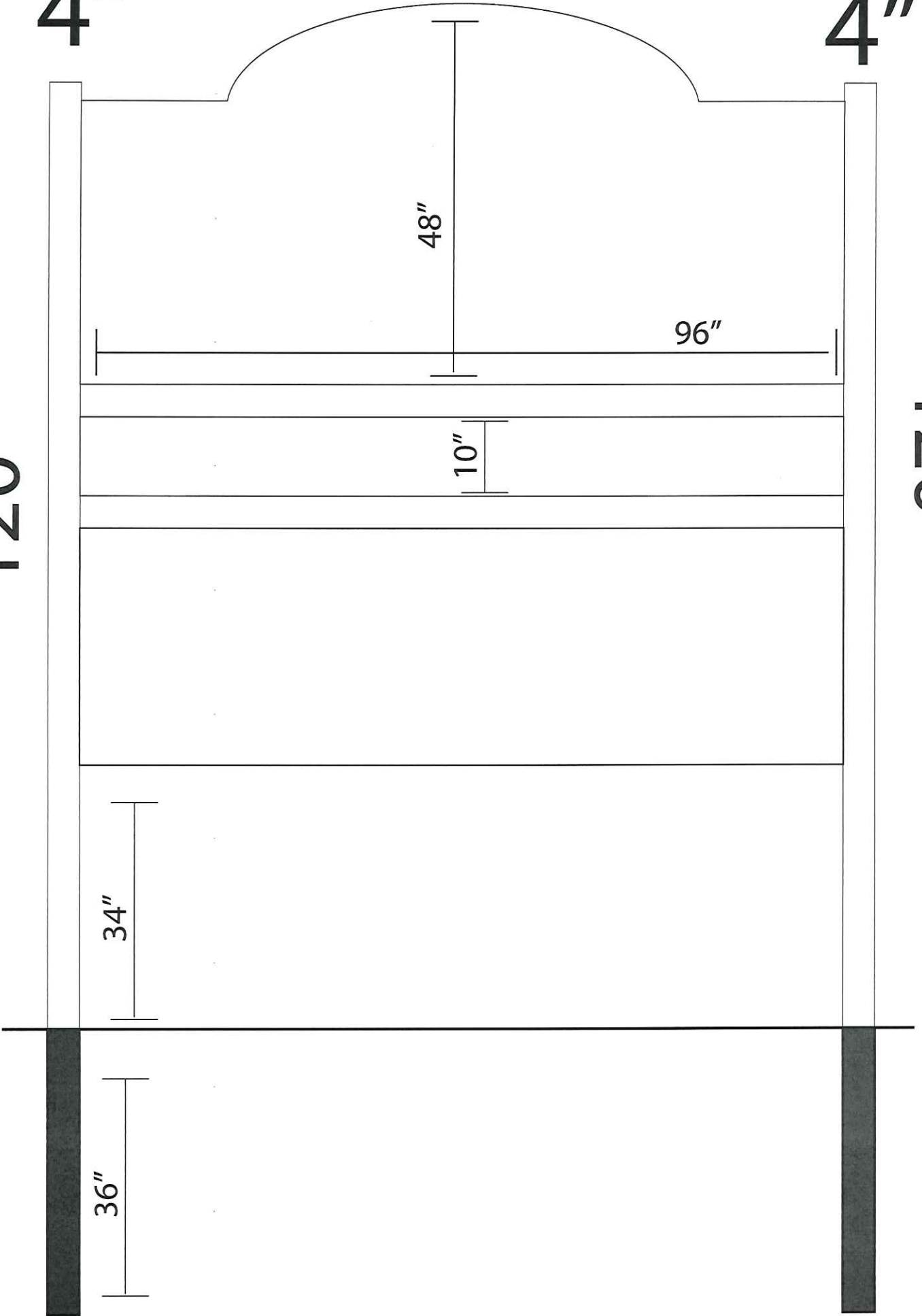
96"

10"

34"

36"

120"





The  
**IMPACT  
CENTER**

*"At the Historic Cape Charles Elementary"*

**1500 OLD CAPE CHARLES RD**

**GRAND OPENING  
MONDAY JANUARY 19TH  
MLK DAY 2PM  
ALL ARE WELCOME**



# Conditional Use Permit Application

Planning & Zoning Department  
 412 Tazewell Avenue  
 Cape Charles, VA 23310  
 757-331-3259 x31  
[planningtech@capecharles.org](mailto:planningtech@capecharles.org)

Revised 11/2025	
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Violations	—
Fee	exempt
Decision	

Budget Code: LANDF 100-3100-1050

<b>PART 1: APPLICATION NOTES</b>	
<p>Certain land uses, by nature, can have a potentially unfavorable impact on or be incompatible with other uses of land within a given zoning district. These uses may be permitted within designated districts under controls, limitations, and regulations of a conditional use permit.</p> <p>The Town Council has the responsibility to evaluate the impact and the compatibility of each use and to stipulate conditions and restrictions to assure the proposed use is compatible with the neighborhood in which it is located. The Council can deny the use as not being in accordance with the adopted comprehensive plan or as being incompatible with the surrounding neighborhood.</p>	
<p><u>In addition to the information required in this application, all items from this checklist must be submitted before it can be evaluated.</u></p>	
<input checked="" type="checkbox"/> Zoning Clearance Application	<input checked="" type="checkbox"/> Site Plan/Survey showing existing conditions and proposed changes
Owner signature: <i>Elise McMath</i>	Date: 12/11/25
<b>PART 2: PROPERTY INFORMATION</b>	
Property Address: 1500 Old Cape Charles Rd.	
Tax Map #: 083A3-A-14D	Zoning District: C-1
Current use:	Proposed use:
<b>PART 3: PROPERTY OWNER INFORMATION</b>	
Name and/or Company: Cape Charles Rosenwald School Restoration Initiative	
Mailing Address: P.O. Box 294, Cape Charles, VA 23310	
Phone Number: 7576368667	Email: <a href="mailto:emcmath@ccimpactcenter.org">emcmath@ccimpactcenter.org</a>
If owner is not the applicant, an Owner's Permission Affidavit must be attached.	
<b>PART 4: APPLICANT INFORMATION</b>	
Name and/or Company:	
Mailing Address:	
Phone Number:	Email:

**PART 5: PROJECT INFORMATION**

**A. Neighborhood**

- 1. What are the current uses and characteristics of the neighborhood? \_\_\_\_\_  
Commercial use
  
- 2. How would this proposed use fit in with the neighborhood? \_\_\_\_\_  
Although the C-1 zoning district generally limits signs to 24 sq. ft., that standard is intended for dense, pedestrian-oriented cc areas like Mason Avenue. Our site, by contrast, is low-density, rural, and auto-oriented, with only one other nearby facility that screened from view. The proposed 59 sq. ft. sign is scaled to this setting, ensuring drivers can safely identify and access the cc and educational center without disrupting the natural, low-profile character of the neighborhood. Its size and placement are compatible with the surroundings and support the functional needs of a public-serving facility in this context.
  
- 3. Describe the effects that any noise or odor from the proposed use might have on the neighborhood. \_\_\_\_\_  
this got cut off... see comp. sign plan attachment  
N/A

**B. In the Commercial and Harbor Districts, a conditional use permit is required for residential use above 1<sup>st</sup> floor commercial use.**

Number of residential floors \_\_\_\_\_ Number of residential units per floor \_\_\_\_\_  
Number of parking spaces on premises \_\_\_\_\_ Number of parking spaces on street \_\_\_\_\_ deeded off-site \_\_\_\_\_  
Amenities provided \_\_\_\_\_

**C. Description of Use**

Days of Operation Permanent sign Number of full-time staff? \_\_\_\_\_ Part-time? \_\_\_\_\_  
Hours of Operation \_\_\_\_\_ If foodservice, will there be alcohol sales on premises? \_\_\_\_\_  
Hours of Delivery \_\_\_\_\_

**D. Site plan must also include Primary and any accessory structures (size & setbacks), Trash location, screening, fencing, lighting, utilities, landscaping, and parking if required.**

I hereby certify that I have the authority to make the foregoing application, that the information given is true and correct, and that the construction or improvements will conform to the regulations in the Virginia Statewide Building Code, all pertinent Town Ordinances, including fire, sewer and water ordinances, and private building restrictions, if any, which may be imposed on the property by deed.

Applicant's signature: Glise Melman

Date: 12/11/2025

Zoning Administrator's signature: \_\_\_\_\_

Date: \_\_\_\_\_



The Historic Cape Charles Elementary  
A Washington-Rosenwald School

## COMPREHENSIVE SIGN PLAN

December 11, 2025

Prepared by Elise McMath

Although the C-1 zoning district generally limits signs to **24 sq. ft.**, that standard is well suited for dense, pedestrian-oriented commercial areas like Mason Avenue. Our site, by contrast, is **low-density, rural, and auto-oriented**, with only one other nearby facility that is screened from view. The proposed **59 sq. ft. sign** is scaled to this setting, ensuring drivers can safely identify and access the community and educational center without disrupting the natural, low-profile character of the neighborhood. Its size and placement are compatible with the surroundings and support the functional needs of a public-serving facility in this context.

We propose a **single, double-sided building identification and informational sign** located near the main entrance to the parking lot, approximately **22 feet from the center of Old Cape Charles Road** (~18 feet from the edge). The sign is oriented perpendicular to the roadway, with identical content on each face. The sign will measure **10 feet tall by 8 feet wide**, with a total surface area of **59 square feet per side**, and will be free-standing on **10-foot posts** set into the ground. The sign will be constructed of **vinyl composite materials** for durability and low maintenance.

The sign will display the organization's **logo, tagline, 911 address**, and a **letterboard for rotating messages** advertising events, programming, and other community information. Message changes will occur approximately **every two to four weeks**, depending on the organization's calendar. No permanent illumination is planned; if lighting is added in the future, it would likely be **solar-powered and limited to operational hours**, minimizing impact on the surrounding area. **Installation** will be performed by Eastern Shore Signs, and ongoing **maintenance and upkeep** will be managed by the facility's staff.

This single sign is designed to **identify the building, provide public information, and guide visitors safely**, while remaining compatible with the rural character of the site and historic character of the Town of Cape Charles. Its **size, placement, materials, and manner of installation** are all consistent with the operational and aesthetic needs of the facility and the surrounding neighborhood.

## **Article V – Signs**

### ***Section 5.1: General Provisions***

#### **A. Purpose and Intent; Interpretation**

1. Signs obstruct views, distract motorists, displace alternative uses for land, and pose other problems that legitimately call for regulation. The purpose of this article is to regulate the size, color, illumination, movement, materials, location, height, condition, and other physical characteristics, but, not the content, of all signs placed on private property for exterior observation, thus ensuring the protection of property values, the character of the various neighborhoods, the creation of a convenient, attractive and harmonious community, protection against destruction of or encroachment upon historic areas, and the safety and welfare of pedestrians and wheeled traffic, while providing convenience to citizens and encouraging economic development. This article allows adequate communication through signage while encouraging aesthetic quality in the design, location, and size of all signs. This article shall be interpreted in a manner consistent with the First Amendment guarantee of free speech. If any provision of this article is found by a court of competent jurisdiction to be invalid, such finding shall not affect the validity of other provisions of this article which can be given effect without the invalid provision.
2. Signs not expressly permitted as being by right or by conditional sign permit under this article, by specific requirements in another portion of this Ordinance or otherwise expressly allowed by the Town Council or Board of Zoning Appeals are forbidden.
3. These regulations are intended to regulate signs that are not distracting to motorists and are constructed and maintained in a structurally sound and attractive condition.
4. These regulations distinguish between portions of the Town designed for primarily vehicular access and portions of the Town designed for primarily pedestrian access.
5. These regulations do not entirely eliminate all of the harms that may be created by the installation and display of signs. Rather, they strike an appropriate balance that preserves ample channels of communication by means of visual display while still reducing and mitigating the extent of the harms caused by signs.

**Section 5.2: Definitions.**

**ADVERTISING** means any words, symbol, color or design used to call attention to a commercial product, service, or activity.

**ANIMATED SIGN** means a sign or part of a sign that is designed to rotate, move or appear to rotate or move. Such a sign is sometimes referred to as a “moving sign.”

**AIR-INFLATED SIGN** means a sign that is inflated through electric or generated controlled air. Examples: tube man or googly man

**BUILDING FRONTAGE** means the exterior length of the main wall of a building which physically encloses usable interior space, and which is the architecturally designed wall that contains the main entrance for use by the general public. Said frontage shall be measured at a height of ten feet (10’) above grade.

**BUSINESS SIGN** means a sign which directs attention to a product, service or commercial activity available on the premises.

**CHANGEABLE COPY SIGN** means a sign or part of a sign that is designed so that characters, letters or illustrations can be changed or rearranged without altering the face or surface of the sign.

**COMPREHENSIVE SIGN PLAN** means a plan for the signage of a property that includes multiple tenants or owners with shared parking or other facilities.

**FLASHING SIGN** means a sign that includes lights that flash, blink, or turn on and off intermittently.

**HEIGHT** means the maximum vertical distance from the base of the sign at normal grade to the top of the highest attached component of the sign. Normal grade shall be construed to be the lower of:

1. Existing grade prior to construction; or
2. The newly established grade after construction, exclusive of any filling, berming, mounding or excavating primarily for the purpose of mounting or elevating the sign.

**ILLEGAL SIGN** means any sign erected without a required permit or which otherwise does not comply with any provisions of this article.

**ILLUMINATED SIGN** means a sign that is backlit, internally lit, or indirectly lit, but does not include a neon sign.

**NEON SIGN** means a sign containing exposed tubes filled with light-emitting gas.

**NON-CONFORMING SIGN.** Any sign which was lawfully erected in compliance with applicable regulations of the Town and maintained prior to the effective date of this Article of the zoning ordinance and which fails to conform to current standards and restrictions of the zoning ordinance.

**OFF-PREMISES SIGN** means a sign advertising a business, person, activity, goods, products, or services not located on the site where the sign is installed, or that directs persons to any location not on that site.

**PUBLIC SIGN** means any public place, public right-of-way, any parking area or right-of-way open to use by the general public, or any navigable body of water.

**ROOF SIGN** means a sign erected or constructed, in whole or in part, upon or above the highest point of a building with a flat roof, or the lowest portion of a roof for any building with a pitched roof.

**SIGN.** Any structure, display, device or other object or thing, visible from any public street or right-of-way, any area open to use by the general public, or any navigable body of water, including, but not limited to, any word, letter, series of words or letters, painting, mural, logo, insignia, emblem, service mark or other graphic or pictorial representation, that:

1. identifies or advertises, or directs or attracts attention to, any product, merchandise, service, business or establishment,
2. suggests the identity or nature of any business or establishment,
3. invites or proposes a commercial transaction, or
4. communicates a message of a noncommercial nature. The term does not include holiday signs, architectural elements incorporated into the style or function of a building, numerals signifying a property address, dates of erection, monumental citations, commemorative tablets and the like when carved into stone, concrete or similar material or made of bronze, aluminum or other permanent type construction and made an integral part of the structure.

**SIGN FACE** means the portion of a sign structure bearing the message.

**SIGN STRUCTURE** means any structure bearing a sign face.

**SIGN** means any sign intended to be displayed for a limited period and neither permanently installed in the ground or permanently affixed to a building or structure permanently installed in the ground.

**VEHICLE OR TRAILER SIGN** means any sign attached to or displayed on a vehicle, if the vehicle or trailer is used for the primary purpose of advertising a business establishment, product, service or activity. Any such vehicle or trailer shall, without

limitation, be considered to be used for the primary purpose of advertising if it fails to display current license plates, inspection sticker, or municipal decal, if the vehicle is inoperable, if evidence of paid-to-date local taxes cannot be made available, or if the sign alters the standard design of such vehicle or trailer.

**Section 5.3: Permit Required**

- A. *In general.* A sign permit is required prior to the display and erection of any sign except as provided in Section 4 (Permit not required) as well as in Sections 11 through 14 (Sign Regulations by Use and Zoning District).
  
- B. *Application for permit.*
  - 1. An application for a sign permit shall be filed with the Planning & Zoning Department on forms furnished by that department. The applicant shall provide sufficient information to determine if the proposed sign is permitted under the zoning ordinance and other applicable laws, regulations, and ordinances.
  - 2. The Town Zoning Administrator or designee shall promptly process the sign permit application and approve the application, reject the application, or notify the applicant of deficiencies in the application within five (5) business days after receipt. If the application is rejected, the Town Zoning Administrator shall provide a list of the reasons for the rejection in writing. An application shall be rejected for non-compliance with the terms of the zoning ordinance, building code, or other applicable law, regulations or ordinance.
  
- C. *Permit fee.* A non-refundable fee as set forth in the uncodified fee schedule adopted by the Town Council shall accompany all sign permit applications.
  
- D. *Duration and revocation of permit.* If a sign is not installed within six (6) months following the issuance of a sign, the permit shall be void. The Town may revoke a sign permit under any of the following circumstances:
  - 1. The Town determines that information in the application was materially false or misleading;
  - 2. The sign as installed does not conform to the sign permit application; or
  - 3. The sign violates the zoning ordinance, building code, or other applicable law, regulation, or ordinance.
  
- E. *Overlay district regulations.* All sign reviews as required pursuant to Article VIII (Historic District Overlay ordinance) require approval of the Historic District Review Board (HDRB) except when a sign permit is not required as provided in Section 4.

- F. *Special exceptions.* Comprehensive sign plans may be approved as part of a conditional use permit in commercial, heavy and light industrial, and harbor districts and as part of a subdivision approval for three (3) lots or greater in all zoning districts. The comprehensive sign plan shall establish the time, manner, and placement of signs, frequency of message changes, the materials, the hours of lighting, the height of signs, the total number of square feet of sign surface, and the number of signs to be placed on a site. Height of signs shall not be modified above the height permitted in the Zoning Ordinance.

**Section 5.4: Permit Not Required**

- A. Signs that do not require a permit are depicted in Sections 11 through 14 (Sign Regulations by Use and Zoning District). In addition, a sign permit is not required for:
1. Signs erected by a governmental body or required by law. The Town, or through its designated agents, oversee or participate in Town Seasonal Events where temporary, moveable signage is allowed to promote these Town sponsored seasonal events, festivals or other marketing campaigns up to thirty (30) days prior to the event and must be removed seven (7) days after the conclusion of the event.
  2. The changing of messages on marquees and the repair of an existing permitted sign, except that repair of a nonconforming sign must comply with Section 9 (E).
  3. Pavement markings. Any sign applied directly and entirely to and flush with an asphalt, concrete, or similar paved surface related to parking and traffic.

**Section 5.5: Prohibited Signs**

In addition to signs prohibited elsewhere in this Code or by applicable state or federal law, the following signs are prohibited:

- A. General prohibitions.
1. Signs that violate any law of the Commonwealth relating to outdoor advertising.
  2. Signs attached to natural vegetation on public lands
  3. Signs simulating, or which are likely to be confused with, a traffic control sign or any other sign displayed by a public authority. Any such sign is subject to immediate removal and disposal by an authorized town official as a nuisance.
  4. Vehicle or trailer signs, except such signs parked at their associated place of business and otherwise in compliance with this article and applicable law.
  5. Any sign displayed without complying with all applicable regulations of this Article.
- B. Prohibitions based on materials.
1. Signs painted directly on any building that is a contributing structure in the Historic District Overlay, except where expressly permitted by this Article.

2. Animated signs
  3. Air-inflated sign
  4. Flashing signs or other signs displaying flashing, scrolling or intermittent lights or lights of changing degrees of intensity, except where such signs are expressly permitted within this article.
  5. Signs that emit smoke, flame, scent, mist, aerosol, liquid, or gas.
  6. Signs that emit sound.
  7. Any electronic sign that is generated by a series of moving images, such as an LED, digital display, or other video technology, whether displayed on a building, vehicle, or mobile unit unless permitted within this article.
  8. Strings of flags visible from, and within fifty feet (50') of, any public right-of-way.
- C. Prohibitions based on location.
1. Signs erected on public land other than those approved by an authorized Town official in writing, required by law without such approval, or permitted under the [Code of Virginia § 24.2-310 E](#). Any sign not so authorized is subject to immediate removal and disposal by any authorized official. Removal of the sign under this provision does not preclude prosecution of the person responsible for the sign.
  2. Signs on the roof surface or extending above the roofline of a building or its parapet wall.
  3. Neon signs, except in windows unless permitted in this article.
  4. Off-premises signs, unless specifically permitted by this article.

**Section 5.6: Measurements of sign area**

- A. Supports, uprights or structure on which any sign is supported shall not be included in determining the sign area unless such supports, uprights or structure are designed in such a way as to form an integral background of the display; except, however, when a sign is placed on a fence, wall, planter, or other similar structure that is designed to serve a separate purpose other than to support the sign, the entire area of such structure shall not be computed. In such cases, the sign area shall be computed in accordance with the provisions in Section 6 (C) below.
- B. In instances where there are multiple tenants or users on a property or in a building, allowable sign area for all parties shall not exceed the maximum sign area computed as if there were a single tenant or user.
- C. *Sign area.*
1. Sign area is calculated under the following principles:
    - a. With signs that are regular polygons or circles, the area can be calculated by the mathematical formula for that polygon or circle. With signs that are not regular polygons or circles, the sign area is calculated using all that area within a maximum of three abutting or

overlapping rectangles that enclose the sign face.

- b. The permitted area of a double-faced sign shall be considered to be the area on one side only. If one face contains a larger sign area than the other, the larger face shall be used in calculating the sign area. A double-faced sign must have an internal angle between its two faces of no more than forty-five degrees (45°).

**Section 5.7: Maintenance and Removal**

- A. All signs shall be constructed and mounted in compliance with the Virginia Uniform Statewide Building Code and Appendix H of the Virginia Construction Code.
- B. All signs and components thereof shall be maintained in good repair and in a safe, neat, and clean condition.
- C. The owner of any advertising sign, other than a permitted off-premises sign, located on commercial property where the use or business has ceased operating shall, within sixty (60) days of the cessation of use or business operation, replace the sign face with a blank face until such time as a use or business has resumed operating on the property.
- D. *Sign condition, safety hazard, and nuisance abatement.*
  1. Any sign which becomes a safety hazard, or which is not kept in a reasonably good state of repair shall be put in a safe and good state of repair within thirty (30) days of written notice to the owner and permit holder.
  2. Any sign which constitutes a nuisance may be abated by the Town under the requirements of the Code of Virginia § [15.2-900](#), [15.2-906](#), and/or [15.2-1115](#).
  3. The Code Official may cause to have removed or repaired immediately without written notice any sign which, in his opinion, has become insecure, in danger of falling, or otherwise unsafe, and, as such, presents an immediate threat to the safety of the public. If such action is necessary to render a sign safe, the cost of such emergency removal or repair shall be at the expense of the owner or lessee thereof as provided in the [Town Code Chapter 8, Article III](#).

**Section 5.8: General requirements**

- A. *Illumination.* All permitted signs may be backlit, internally lit, or indirectly lit, unless such lighting is specifically prohibited in this Article.
  1. In the case of indirect lighting, the source shall be so shielded that it illuminates only the face of the sign. However, signs shall be indirectly

illuminated or have shielded direct lighting, unless otherwise prohibited within this Article. Indirect lighting shall consist of full cut-off or directionally shielded lighting fixtures that are aimed and controlled so that the directed light shall be substantially confined to the sign to minimize glare, sky glow, and light trespass. The beam width shall not be wider than that needed to light the sign.

2. Internal illumination shall be limited to the illumination standards for parking lot lighting in Section 4.5. No sign shall be permitted to have an illumination spread of more than .05-foot candle (.05 fc) at the lot line, shine into on-coming traffic, affect highway safety, or shine directly into a residential dwelling unit. In no event shall the illumination of any sign resulting from any internal or external artificial light source exceed 100 lumens. All lighting fixtures used to illuminate a sign shall be full-cutoff, as defined by the Illuminating Engineering Society of North America (IESNA) and shall have fully shielded or recessed luminaires with horizontal-mount flat lenses that prevent upward.

***Section 5.9: Nonconforming signs***

- A. Signs lawfully existing on the effective date of this Article or prior ordinances, which do not conform to the provisions of this Article and signs which are accessory to a nonconforming use shall be deemed to be nonconforming signs and may remain except as qualified below. The burden of establishing nonconforming status of signs and of the physical characteristics/location of such signs shall be that of the owner of the property. If notice from the zoning administrator is issued, a property owner shall submit verification that sign(s) were lawfully existing at time of erection. Failure to provide such verification shall be cause for order to remove sign(s) or bring sign(s) into compliance with the current ordinance.
- B. No nonconforming sign shall be enlarged nor shall any feature of a nonconforming sign, such as illumination, be increased.
- C. Nothing in this section shall be deemed to prevent keeping in good repair a nonconforming sign. Nonconforming signs shall not be extended or structurally reconstructed or altered in any manner, except a sign face may be changed so long as the new face is equal to or reduced in height and/or sign area.
- D. No nonconforming sign shall be moved for any distance on the same lot or to any other lot unless such change in location will make the sign conform in all respects to the provisions of this Article.
- E. A nonconforming sign that is destroyed or damaged by any casualty to an extent not exceeding fifty percent of (50%) its area may be restored within two years (2 yrs) after such destruction or damage but shall not be enlarged in any manner. If such sign is so destroyed or damaged to an extent exceeding fifty percent (50%), it shall not be reconstructed but may be replaced with a sign that is in full accordance with the provisions of this Article.
- F. A nonconforming sign which is changed to becoming conforming or is replaced by

a conforming sign shall no longer be deemed nonconforming, and thereafter such sign shall be in accordance with the provisions of this Article.

- G. A nonconforming sign structure shall be subject to the removal provisions of Section 2.5. In addition, a nonconforming sign structure shall be removed if the use to which it is accessory has not been in operation for a period of two years or (2 yrs) more. Such structure sign shall be removed by the owner or lessee of the property. If the owner or lessee fails to remove the sign structure, the zoning administrator or designee shall give the owner fifteen (15) days written notice to remove it. Upon failure to comply with this notice, the zoning administrator or designee may enter the property upon which the sign is located and remove any such sign or may initiate such action as may be necessary to gain compliance with this provision. The cost of such removal shall be chargeable to the owner of the property.

***Section 5.10: Non-commercial Signs***

- A. Wherever this article permits a sign with commercial content, non-commercial content is also permitted subject to the same requirements of size, color, illumination, movement, materials, location, height, construction, and other requirements of this article.

**Section 5.11.1: Residential District signs**

Except as otherwise prohibited in this Article, the following signs are permitted as an accessory to residential uses in residential districts. Moving signs and electronic message signs are prohibited on residential properties in all residential districts.

Type	Flags Notes: (3)	Temporary Notes: (1) (2) (6)	Permanent Notes: (1) (4)
Permit Required	No	No	Yes
Size (Each/Total)	<24 ft/max 3 (Only one flagpole)	<12 sf/max 1 per building unit  <16 sf/max 1 for multi – development site	Max 2 minor signs per building unit ≤ 3 sf each
			Historic markers exempted
			Sign other than minor signs ≤ 10 sf max 1; Freestanding for multi-family sites (apartment buildings) ≤ 32 sf/ max 1
Illumination	U.S Flage Code For other flags (see Section 8)	None	None
Setback	Not in public right-of-way nor 5 ft from service drive, travel lane, or adjacent street	Not within 5 ft of property boundaries or a public right-of-way	Not within 5 ft of property boundaries or a public right-of-way
Maximum Height	25 ft (flagpole)	4 ft	4 ft for freestanding
Location	Allowed within the front, rear and side setbacks provided that such structure shall not create a visual obstruction or hindrance to traffic on abutting street	Freestanding, portable, wall or window	Freestanding, wall or window sign
Duration	Unlimited	≤ 45 days per calendar year period, per building unit	Unlimited

- (1) Commercial signs are limited to existing legal non-conforming uses and permitted or conditional uses in that residential district.
- (2) Duration extensions may be granted *by Zoning Administrator* for finite activities expected to exceed standard duration, not to exceed ninety (90) days total.
- (3) Flag Code, [U.S. Code Title 36, Chapter 10, Section 174](#)
- (4) Minor sign means a wall or window sign not exceeding three square feet (3 SF) in area and not exceeding four feet (4') in height if freestanding and not illuminated.
- (5) Art is not considered a sign.
- (6) With all other requirements met, the number of temporary signs is unrestricted during the forty-five (45) day period immediately preceding a General Election.

**Section 5.11.2: Commercial District signs & Harbor District signs**

Generally. Except as provided otherwise in this Article, the following signs are permitted as accessory uses in commercial districts.

<i>Type</i>	<i>Flags</i>	<i>Freestanding (Including Monument)</i>	<i>Wall Signs</i>	<i>Temporary Moveable Signs (e.g., A-Frame, Banner, Chalkboard, Feather, Off-Premises, Portable, Window)</i>	<i>Other (e.g., Canopy, Projecting, Awning, Marquee, Directory, Canopy)</i>
<b>Definitions</b>	<p><b>FLAG</b> means a piece of cloth or similar material, typically oblong or square, attachable by one (1) edge to a pole or rope and used as a symbol or decoration; this includes pennants.</p> <p><b>POLE SIGN</b> means a sign that is mounted on one (1) or more freestanding poles.</p>	<p><b>FREESTANDING SIGN</b> means any non-portable sign supported by a fence, retaining wall, or by upright structural members or braces on or in the ground and not attached to a building.</p> <p><b>GROUND MOUNTED SIGNS</b> means a sign that is supported by structures or supports in or upon the ground and independent of any support from any building or wall.</p> <p><b>MONUMENT SIGN</b> means a sign affixed to a structure built on grade in which the sign and the structure are an integral part of one another; not a pole sign.</p> <p><b>OFF-PREMISES SIGN</b> means a sign advertising a business, person, activity, goods, products, or services not located on the site where the sign is installed, or that directs people to any location not on site.</p>	<p><b>WALL SIGN</b> means any sign attached to a wall or painted on or against a flat vertical surface of a structure; including glass.</p>	<p><b>A-FRAME SIGN</b> means a two-faced sign with supports that are connected at the top and separated at the base, forming an “A” shape not more than four feet (4’) height. These are also referred to as “sandwich board” signs. They are included in the term “portable sign.”</p> <p><b>BANNER</b> means a sign of flexible material affixed to a framework or flat surface.</p> <p><b>CHALKBOARD SIGN</b> means a single-faced, framed slate or chalkboard that can be written on with chalk or similar markers.</p> <p><b>FEATHER SIGN</b> means a lightweight, portable sign mounted along one (1) edge on a single, vertical, flexible pole the physical structure of which may resemble a sail, bow, or teardrop.</p> <p><b>OFF-PREMISES SIGN</b> means a sign advertising a business, person, activity, goods, products, or services not located on the site where the sign is installed, or that directs people to any location not on site.</p> <p><b>PORTABLE SIGN</b> means any temporary sign not affixed to a building.</p>	<p><b>AWNING SIGN</b> means a sign placed directly on the surface of an awning.</p> <p><b>CANOPY SIGN</b> means a sign attached to a canopy.</p> <p><b>DIRECTORY SIGN</b> (also identified as Multi-Tenant Sign): A sign which identifies tenants in a multi-tenant building or complex and which is located in the development for which it is advertising. Said sign will list the tenants or occupants of a building or group of buildings and may also indicate their respective professions or business activities.</p> <p><b>ENTRANCE CANOPY</b> means a fixed or stationary canopy or hood constructed to provide protection at the entrance of a building, either supported entirely from a building, or supported partly from a building or from posts.</p> <p><b>HANGING SIGN</b> means a sign supported by the extended arm of a single post or from a commercial establishment (parallel to the building façade).</p> <p><b>MARQUEE SIGN</b> means a sign attached to and made a part of a marquee or any similar projections from a building, with changeable, fixed or both types of lettering.</p>

<i>Type</i>	<i>Flags</i>	<i>Freestanding (Including Monument)</i>	<i>Wall Signs</i>	<i>Temporary Moveable Signs (e.g., A-Frame, Banner, Chalkboard, Feather, Off-Premises, Portable, Window)</i>	<i>Other (e.g., Canopy, Projecting, Awning, Marquee, Directory, Canopy)</i>
	-	-	-	<b>WINDOW SIGN</b> means any sign visible outside the window and attached to or within eighteen inches (18”) in front of or behind the surface of a window or door, including etched or painted sign on a window or glass structure.	<b>PROJECTING SIGN</b> means a sign that is wholly or partly dependent on the building for support and that projects more than twelve inches (12”) from such building.
<b>Permit Required</b>	Yes for flagpole only	Yes	Yes	No	Yes
<b>Size/Number (Each/Total)</b>	24 sf/max 3 (only 1 flagpole)	Permanent On-Site: 24 sf/1. Permanent Off-Site: Up to 3 signs, each not to exceed 18 sf and 7 ft in height located on commercial property with owner permission. No more than 1 permitted sign displayed per lot.	<u>Wall Sign:</u> 12 sf per 5 lineal ft of building frontage <u>Wall Sign:</u> < 8 sf per 5 lineal ft of building side wall	≤ 16 sf/max 3	Directory – Limited to 1 sign per ingress/egress onto a primary road access Projecting signs perpendicular to building frontage ≤ 10 sf Hanging Sign parallel to building frontage ≤ 5 sf per 5 lineal ft Awning Signs ≤ 12 sf Entrance canopy sign < 12 sf
<b>Illumination</b>	U.S. Flag Code (See Note 1) Other Flags – See <b>Section 8 requirements</b>	If illuminated, see <b>Section 8 requirements</b>	If illuminated, see <b>Section 8 requirements</b>	Not to be illuminated	If illuminated, see <b>Section 8 requirements</b>
<b>Setback</b>	Not in the public right-of-way nor 5 ft from service drive, travel lane, or adjacent street.	All freestanding signs shall be set back from any street right-of-way at least half the height of the sign and 5 ft from service drive, travel lane, or adjacent street.	NA	Not in the public right-of-way nor 5 ft from service drive, travel lane, or adjacent street. Not to impede pedestrian traffic on the sidewalk.	NA

<b>Type</b>	<b>Flags</b>	<b>Freestanding (Including Monument)</b>	<b>Wall Signs</b>	<b>Temporary Moveable Signs (e.g., A-Frame, Banner, Chalkboard, Feather, Off-Premise, Portable, Window)</b>	<b>Other (e.g., Canopy, Projecting, Awning, Marquee, Directory, Canopy)</b>
<b>Maximum Height</b>	25 ft – Flagpole	10 ft	NA	10 ft	NA
<b>Location</b>	Allowed within the front, rear and side setbacks provided that such structure shall not create a visual obstruction or hindrance to traffic on abutting streets.	-	Building Wall	<p>If located on another property, property owner concurrence needed.</p> <p>No more than 1 sign shall be displayed per lot.</p> <p>Signs cannot impede public right-of-way.</p> <p>Window signs are permitted only on the first floor of a building unless the business is only on the floor where the window sign is displayed</p>	<p>Signs cannot impede public right-of-way.</p> <p>Directory or Multi-Tenant Signs: Limited to 1 monument sign per ingress/egress onto a primary road access.</p>
<b>Duration</b>	Unlimited	Unlimited	Unlimited	45 Days	Unlimited

(1) [U.S. Code Title 36, Chapter 10, Section 174](#)

**Section 5.11.3 Heavy and Light Industrial District signs**

Except as provided otherwise in this Article, the following signs are permitted as accessory uses in industrial districts.

Type	Flags	Freestanding (Including Monument)	Wall Signs	Temporary Moveable Signs (e.g., A-Frame, Banner, Chalkboard, Feather, Off-Premises, Portable, Window)	Other (e.g., Canopy, Projecting, Awning, Marquee, Directory)
<b>Definitions</b>	<p><b>FLAG</b> means a piece of cloth or similar material, typically oblong or square attachable by one (1) edge to a pole or rope and used as a symbol or decoration; this includes pennants.</p> <p><b>POLE SIGN</b> means a sign that is mounted on one (1) or more freestanding poles.</p>	<p><b>FREESTANDING SIGN</b> means any non-portable sign supported by a fence, retaining wall, or by upright structural members or braces on or in the ground and not attached to a building.</p> <p><b>GROUND MOUNTED SIGNS</b> means a sign that is supported by structures or supports in or upon the ground and independent of any support from any building or wall.</p> <p><b>MONUMENT SIGN</b> means a sign affixed to a structure built on grade in which the sign and the structure are an integral part of one another; not a pole sign.</p> <p><b>OFF-PREMISES SIGN</b> means a sign advertising a business, person, activity, goods, products, or services not located on the site where the sign is installed, or that directs people to any location not on site.</p>	<p><b>WALL SIGN</b> means any sign attached to a wall or painted on or against a flat vertical surface of a structure; including glass.</p>	<p><b>A-FRAME SIGN</b> means a two-faced sign with supports that are connect at the tope and separated at the base, forming an “A” shape not more than four feet heigh. These are also referred to as “sandwich board” signs. They are included in the term “portable sign.”</p> <p><b>BANNER</b> means a sign of flexible material affixed to a framework or flat surface.</p> <p><b>CHALKBOARD SIGN</b> means a single-faced, framed slate or chalkboard that can be written on with chalk or similar markers.</p> <p><b>FEATHER SIGN</b> means a lightweight, portable sign mounted along one (1) edge on a single vertical, flexible pole the physical structure of which may resemble a sail, bow, or teardrop.</p> <p><b>OFF-PREMISES SIGN</b> means a sign advertising a business, person, activity, goods, products, or services not located on the site where the sign is installed, or that directs people to any location not on site.</p> <p><b>PORTABLE SIGN</b> means any temporary sign not affixed to a building.</p> <p><b>WINDOW SIGN</b> means any sign visible outside the window and attached to or within eighteen inches (18”) in front of or behind the surface of a window or door, including etched or painted sign on a window or glass window as part of a door structure.</p>	<p><b>AWNING SIGN</b> means a sign placed directly on the surface of an awning.</p> <p><b>CANOPY SIGN</b> means a sign attached to a canopy.</p> <p><b>DIRECTORY SIGN</b> (also identified as Multi-Tenant Sign): A sign which identifies tenants in a multi-tenant building or complex and which is located in the development for which it is advertising. Said sign will list the tenants or occupants of a building or group of buildings and may also indicate their respective professions or business activities.</p> <p><b>MARQUEE SIGN</b> means a sign attached to and made a part of a marquee or any similar projections from a building, with changeable, fixed or both types of lettering in use.</p> <p><b>PROJECTING SIGN</b> means a sign that is wholly or partly dependent on the building for support and that projects more than twelve inches (12”) from such building.</p>
<b>Permit Required</b>	No	Yes	Wall Sign: Yes	No	Yes

<b>Type</b>	<b>Flags</b>	<b>Freestanding (Including Monument)</b>	<b>Wall Signs</b>	<b>Temporary Moveable Signs (e.g., A-Frame, Banner, Chalkboard, Feather, Off-Premises, Portable)</b>	<b>Other (e.g., Canopy, Projecting, Awning, Marquee, Directory, Window)</b>
<b>Size/ Number (Each/Total)</b>	24 sf/max 3 (Only 1 flagpole)	Permanent On-Site: 40 sf/1 Permanent Off-Site: Up to 3 signs, each not to exceed 18 sf and 7 ft in height located on commercial property with owner permission. No more than 1 permitted sign displayed per lot.	Front Wall: 12 sf per 5 lineal ft of building frontage Side Wall: 8 sf per 5 lineal ft	16 sf/max 3	Directory – Limited to 1 sign per ingress/egress onto a primary road. Projecting signs perpendicular to building frontage ≤ 10 sf Hanging sign parallel to building frontage ≤ 5 sf./5 lineal ft Awning signs ≤ 12 sf Entrance Canopy Sign by ZA <12 sf
<b>Illumination</b>	U.S. Flag Code (see Note 1) Other Flags – See Section 8 requirements	If illuminated, see Section 8 requirements	If illuminated, Section 8 requirements	Not to be illuminated	If illuminated, Section 8 requirements
<b>Setback</b>	Not in public right-of-way nor 5 ft from service drive, travel lane, or adjacent street	All freestanding signs shall be set back from any street right-of-way at least half the height of the sign and 5 ft from service drive, travel lane, or adjacent street.	NA	Not in public right-of-way nor 5 ft. from service drive, travel lane, or adjacent street. Not to impede pedestrian traffic on the sidewalk.	NA
<b>Maximum Height</b>	25 ft – Flagpole	10 ft.	NA	10 ft	NA
<b>Location</b>	Allowed within the front, rear, and side setbacks provided that such structure shall not create a visual obstruction or hindrance to traffic on abutting streets	-	Building wall	If located on another property, property owner concurrence needed. No more than 1 sign shall be displayed per lot. Signs cannot impede public right-of-way. Window signs are permitted only on the first floor of the building unless the business is on the floor where the window sign is displayed.	Signs cannot impede the public right-of-way
<b>Duration</b>	Unlimited	Unlimited	Unlimited	45 Days	Unlimited

(1) [U.S. Code Title 36, Chapter 10, Section 174](#)