



Sign Permit Application

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

planningadmin@capecharles.org

Revised 02/2026

Taxes

*Yes or
Late*

Violations

Fee

Decision

Approved RK

Permit #

Budget Code: SIGNP-100-3100-1570

PART 1: APPLICATION NOTES

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 Cape Charles Town Code Chapter 32, Article V.

- No application shall be granted unless taxes on the real estate in question are paid in full as of the date of the application.
- No application shall be granted if there is an outstanding zoning violation on the real estate in question.
- If the applicant is not the owner, an Owner Affidavit must be submitted.

PART 2: PROPERTY INFORMATION

Property Address: 1500 Old Cape Charles Rd

Contractor: Impact Center Staff to install - fabrication by Pannier Graphics

Address: N/A

Email:

PART 3: PROPERTY OWNER INFORMATION

If the tenant is not the property owner, an Owner Affidavit for Permission to Represent must be completed and submitted with this request.

PART 4: PROJECT INFORMATION

Estimated Cost: \$15,000

Sign: **Material:** Fiberglass and powder coated aluminum

Advertisement (description): N/A - these are museum quality educational/informational site interpretation signs

PART 5: PROJECT INFORMATION

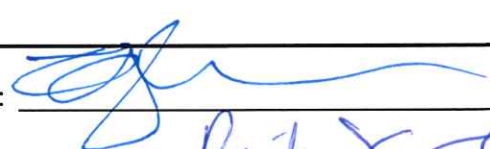
Location of Signs	# Signs Permitted Please refer to the CCTC Section listed.	Sign Type Proposed	Sign Dimension and Area
☐ R-1 ☐ R-2 ☐ R-3	Section 32-120	☐ Flags ☒ Freestanding	___ft height ___ft width ___sq ft
☐ CR ☒ C-1 ☐ C-2	Section 32-121	☐ Wall Signs*	___ft height ___ft width ___sq ft
☐ C-3	Section 32-121	☐ Temporary Moveable Signs	Multiply number of signs x height x width to get area
☐ HARB-C ☐ HARB-LI	Section 32-122	☐ Other: _____	
☐ M-2	Section 32-122	7 Number of Signs	
Front Footage of Lot ~450 LF sq ft		*How is the sign affixed to the building? 87 SF Total - 2 @ 3'x4' + 3 @ 3' x 2' + 3 @ 5' x 3')	
Front Footage of Building ~100 LF sq ft			

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 32-120, 32-121, or 32-122.

The Impact Center property is an 8.8 acre lot that sits in a more rural area between the Cape Charles historic district and Bay Creek Golf Resort. The Virginia American Water sewage treatment facility sits to the north and is approximated 230 ft from the nearest proposed sign. There is an overgrown, derelict one story brick structure to the south, approximately 200 ft from the nearest proposed sign. There are currently no other structures nearby. There is a buffer of trees between the Impact Center and the adjacent properties listed above. The nearest sign is approximately 120 ft from Old Cape Charles Rd. most signs are located behind the school building, though one sign will be installed on the south side of the building, close to the structure.

A site plan showing the entire lot can be found with our original permit application. A smaller not to scale site map showing approximate locations of the proposed new signs is attached to our condition use permit application.

CCRSRI/The Impact Center proposes to install 7 museum quality site interpretation signs to explain the historic and cultural significance of the former Cape Charles Elementary School - a Washington-Rosenwald School. All signs will be freestanding, ground mounted, with no illumination. Six signs will be constructed of single-faced fiberglass embedded panels mounted at 45 degrees on black powder coated aluminum bases that sit on (2) 3" x 3" x 57" post embedded in the ground at least 18". Three will be 36" wide by 24". Three others will be 60" wide by 36" tall. One additional sign will be 2 sided - 2 back to back mounted 36" wide by 48" high bulletin cases mounted vertically on 2" x 3" x 108" posts mounted in the ground at least 24".

Applicant's signature: 

Date: 6/5/26

Zoning Administrator's signature: 

Date: 6/8/26