



TOWN OF KILMARNOCK, VA  
SIGN PERMIT APPLICATION

Tax Map# \_\_\_\_\_

Property Owner: (name) \_\_\_\_\_ (phone#) \_\_\_\_\_  
(mailing address) \_\_\_\_\_

Applicant: (name) \_\_\_\_\_ (phone#) \_\_\_\_\_  
(mailing address) \_\_\_\_\_

Street Address of Proposal: \_\_\_\_\_

Type of Sign:

- Residential  Commercial  Temporary   
Home occupation  Church bulletin Boards  Identification  Subdivision   
Wall  Roof  Freestanding  Directional

Proposed sign dimensions: \_\_\_\_\_' wide \_\_\_\_\_' tall Top of sign from grade: \_\_\_\_\_'

Total square feet of existing sign(s): \_\_\_\_\_ft<sup>2</sup> Total square feet of proposed sign(s): \_\_\_\_\_ft<sup>2</sup>

If proposed on a building: wall length is \_\_\_\_\_'; building is 1 story  / 2 story ; contains 1 business  / multiple businesses

Further description of proposal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A plan drawing is required and shall depict sign dimensions with proposed text and the location of proposed signs from property lines, state right of way, and existing buildings.**

\*\*Contact Lancaster County Building Office at 804-462-5129 relevant to any building/electrical permit requirements.  
\*\*Contact Miss Utility at 811 prior to digging.

Estimated cost of sign(s) proposed: \$ \_\_\_\_\_

Permit fees are based on sign cost: For sign cost up to \$99, the fee is **\$15.00**. For cost between \$100 and \$999, the fee is **\$25.00**. For cost over \$1,000, the fee is **\$50.00**.

I HEREBY CERTIFY THAT I HAVE THE AUTHORITY TO MAKE THE FOREGOING APPLICATION, THAT THE INFORMATION GIVEN IS CORRECT AND THAT THE SIGN WILL CONFORM TO THE REGULATIONS IN THE TOWN CODE.

Signature of Applicant \_\_\_\_\_ date \_\_\_\_\_

Approval  Disapproval  by: \_\_\_\_\_ date \_\_\_\_\_

Zoning Administrator

Remarks:

FEE: \_\_\_\_\_

Date Paid  
Stamp here