



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Municipal Building
17739 Main Street, Suite 200
Dumfries, Virginia 22026
Tel: 703-221-3400/ Fax: 703-221-3544
www.dumfriesva.gov

date stamp

paid stamp

Taxes current Yes
 No

APPLICATION TO ALTER, ERECT, REFACE OR RELOCATE A SIGN

Please refer to the Town fee schedule page attached to calculate fee

(a separate application and fee are required for each sign, and additional permits may be required)

Business: _____ Site Address: _____

Identify Sign Lettering _____

Illumination: Internal External None

PLEASE FILL IN APPROPRIATE BOXES AS TO THE TYPE OF SIGN YOU ARE APPLYING FOR

FREESTANDING SIGN	
Sign Dimensions	_____ ft x _____ ft
Sign Area	SQ FT.
Height of Sign	Feet
Lot Frontage	Feet
Distance from Right of Way/Property Line	Feet

FAÇADE SIGN	
Sign Dimensions	_____ ft x _____ ft
Sign Area	SQ FT.
Building façade length	Feet
Projection from building	Feet

TEMPORARY SIGN	
Sign Dimensions	_____ ft x _____ ft
Sign Area	SQ FT.
Grand Opening or Temporary Sale?	

Applicant

Name _____ Signature _____

Please Print

Address _____ Phone _____

Email _____

- The sign permit is null and void should the sign not be erected within six (6) months from the date of issuance, or if any information in the application is found to be false or inaccurate.
- All sign regulations are subject to interpretation by the Zoning Administrator, and Section 70-14 of the Town of Dumfries Zoning Ordinance. The Town is not responsible for any delays in processing the application if the information is found to be inadequate or incomplete.
- Incomplete applications will be returned. Denied applications are nonrefundable.

SIGN PERMIT CRITERIA

MINIMUM SUBMISSION REQUIREMENTS		Yes	No	N/A
For all signs, submit two copies of a sign design drawing showing:	Sign dimensions			
	Type of illumination, if applicable			
	Color (background, font, logo)			
	Identify sign lettering or content (including logo, if applicable)			
	Installation method			
For façade signs, design drawings should include:	Locations of the sign on the building			
	Length of building or unit façade on which the sign will be mounted			
	Projection from building			
For new signs, include:	A building permit application form			
For refacing or replacing an existing sign:	Submit a dated photograph of each sign at its existing location			
For freestanding signs, drawings should include:	Setback of each free-standing sign from the property lines			
For freestanding signs over 20 feet in height, include:	A wind-load calculation			
For illuminated signs, include:	Submit an electrical permit application form			
For properties in the Historic Overlay District:	Submit a copy of the Certificate of Appropriateness obtained from the ARB including all approved drawings			

Signs Prohibited in All Circumstances

Prohibited signs:

- Signs that move, flutter, or rotate
- Signs that consists of banners, posters, pennants, ribbons, streamers, strings of light bulbs, or spinners, except temporary banners with a permit
- Signs with flashing or intermittent lights
- Signs attached to, or placed on, a vehicle or trailer except decals, magnetic signs or paint used in the daily function of the business to which such signs relate

For all allowable signs, A sign permit is required for each and every sign.

This includes needing a sign permit for:

- | | | |
|----------------|----------------------|------------------|
| • Wall signs | • Neon signs | • Banners |
| • Window signs | • Freestanding signs | • Advertisements |

SIGN PERMIT REGULATIONS, GENERALLY
(for complete sign regulations, see Section 70-14 of the Town Zoning Ordinance)

A sign permit is required for each and every sign unless listed below as not needing a permit.

B-1 Façade signs

Signs allowed

- Wall signs
- Projecting signs less than 10 square feet
- Roof signs that do not project above the roofline
- Marquee signs
- Canopy signs less than 3 square feet
- Awning signs only on the drop leaf with letter less than 8” tall
- Window signs (cannot occupy more than 25% of a window)
- Storefront neon signs less than 3 square feet

Size restrictions

- Single-tenant buildings cumulative signage (per road frontage)
 - At least 20 square feet is guaranteed regardless of building frontage. Maximum 100 square feet, or 1 square foot per foot of building frontage, whichever is less.
- Multi-tenant buildings cumulative signage per tenant (per road frontage)
 - At least 20 square feet is guaranteed regardless of building frontage. Maximum 100 square feet, or 1 square foot per foot of building frontage, whichever is less.

B-1 Freestanding signs

- Single-tenant buildings - 1 sign per building
 - 50 square feet
 - 20 feet high
- Shopping Center & Multi-tenant buildings - 1 sign only saying the name of the complex and businesses there
 - 75 square feet
 - 20 feet high

B-2 Façade signs

Signs allowed

- Wall signs
- Canopy signs less than 3 square feet
- Awning signs only on the drop leaf with letter less than 8” tall
- Window signs (cannot occupy more than 25% of a window)
- Storefront neon signs less than 3 square feet

Size restrictions

- Single-tenant buildings cumulative signage (per road frontage)
 - At least 20 square feet is guaranteed regardless of building frontage. Maximum 75 square feet, or 1 square foot per foot of building frontage, whichever is less.
- Multi-tenant buildings cumulative signage per tenant (per road frontage)
 - At least 20 square feet is guaranteed regardless of building frontage. Maximum 75 square feet, or 1 square foot per foot of building frontage, whichever is less.

B-2 Freestanding signs

- Single-tenant buildings - 1 sign per building
 - 20 square feet
 - 12 feet high
- Multi-tenant buildings - 1 sign only saying the name of the complex and businesses there
 - 30 square feet
 - 12 feet high

Temporary signs & Banners

Temporary signs and banners require a permit and are only allowed for 30 days, and must be for:

- Temporary grand openings, or
- Special sales

These signs are subject to these size limitations:

- In the B-1 zone, 25 square feet
- In the B-2 zone, 20 square feet

Signs not requiring a permit

Permanent signs not requiring a permit:

- Public, governmental, or civic flags
- Addresses on buildings
- Parking lot identification and direction signs less than 5 square feet
- “No hunting,” “No fishing,” and “No trespassing” signs less than 5 square feet
- Subdivision entrance signs less than 50 square feet
- Public, charitable, educational, or religious institution signs less than 25 square feet
- Directional signs identifying restrooms, public telephones, and freight entrances less than 5 square feet
- Signs naming the occupant or tenant of a building less than 2 square feet
- A lone sign less than 4 square feet in area does not need a permit, however:
 - Multiple signs are considered together as total sign area under the code. For example:
 - Four (4) 1-square-foot signs on the same building frontage do not need a permit.
 - Two (2) 3-square-foot signs on the same building frontage do need a permit (because the total sign area is now considered 6 cumulative square feet).

Temporary signs not requiring a permit:

- Seasonal displays and decorations not advertising a product, service, or entertainment
- Construction signs which identify the architects, engineers, contractors, and other individuals or firms involved with the construction, but not including any advertisement of any product
- Temporary window signs less than 2 square feet
- Real estate signs advertising the sale, rental, or lease of the premises, or part of the premises on which the signs are displayed, subject to these size limitations:
 - In the B-1 zone, 75 square feet for Shopping center signs, 50 square feet for all others
 - In the B-2 zone, 30 square feet for multifamily dwellings, 20 square feet for all others
 - In residential zones:
 - 40 square feet for signs set back at least 25 feet from the front lot line
 - 12 square feet for all others

ZONING DETERMINATIONS AND CERTIFICATIONS

Certificate of Non-Conforming Use (residential)	\$250
Verification of/interpretation of or changes to a Non-Conforming Use (Commercial and Industrial)	\$250
Zoning Interpretations/Proffer/SUP Determinations	\$350
Zoning Certification Letter required by banks prior to lending Zoning Verification Letter	\$200
Zoning Compliance Certification – Signature of Zoning Administrator required on DMV forms for (Motor Vehicles Sales, Salvage, Vehicle Removal Operator, etc.)	\$100

Form updated 2023

HOME BUSINESSES

Home Occupation Permit Fee	\$100
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SIGN PERMITS

Sign Permit (new) – also requires Building Permit	\$120 + \$1 per square foot
Sign (Re-facing) – No Building Permit Required	\$25 + \$1 per square foot or \$75 whichever is less.
30 Day Temporary Sign Banner	\$25, **, **, ***
*- Fee is waived for a single “Grand Opening” Banner for new businesses upon initial start of business (permit is required)	
**- Fee is waived once a year for businesses that have supplied proof of BPOL and submitted application for a business license by the required date.	
***- Fee is waived for Religious Institutions and Non-Profit Organizations if no zoning violations are on file for the subject property within the previous 12 months.	
*, ** & *** In these instances, a permit is still required, and sign still must conform to the Zoning Ordinance.	
Temporary Sign Deposit Fee	\$50

NOTICE

The Town of Dumfries does not discriminate-against religions or on the basis of sex, age, race, national origin, or a disability. If you believe that you have been discriminated against or that the Religious Land Use & Institutionalized Persons Act ("RLUIPA") has been violated, please ask for a complaint form.

Under the laws of the United States and the Commonwealth of Virginia, no government may discriminate against religions or on the basis of sex, age, race, national origin, or a disability - in its planning and land use processes.

Under RLUIPA, no government may apply its zoning or land use laws, or its policies and procedures in a manner that unjustifiably imposes a substantial burden on the religious exercise of a person, including a religious assembly or institution.

RLUIPA also provides that no government may apply its zoning or land use laws in a manner that treats a religious assembly or institution on less than equal terms that a non-religious institution or assembly.

Finally, RLUIPA provides that no government may impose or implement a land use regulation in a manner that discriminates against a religious assembly or institution.

The Town of Dumfries does not discriminate against religions in its planning and land use processes. If you believe that you have been discriminated against or that the Religious Land Use & Institutionalized Persons Act ("RLUIPA") has been violated, please ask for a complaint form.