

Sign Application for Building Permit

Corporation of Shepherdstown
Post Office Box 248
Shepherdstown, West Virginia 25443

Category I- \$20.00 Fee

Fees shall be paid to the Town Treasurer/Clerk and must accompany the application. If work begins without the required permit, double the cost of said permit would be charged.

PRINT OR TYPE CLEARLY

Applicant's Name: _____

Applicant's Mailing Address: _____

Applicant's Day Time Telephone Number: _____

Property Owner's Name: _____

Property Owner's Mailing Address: _____

Property Owner's Day Time Telephone Number: _____

Street Address of Proposed Work: _____

Lot Number/Legal Description: _____

Current Zoning: _____ **Current Land Use:** _____

(Note: See zoning maps at Town Hall for correct zoning classification)

Cost Estimate \$ _____ **Contractor's Name** _____

Contractor's Address _____

SEE NEXT PAGE FOR DESCRIPTION OF WORK AND CHECKLIST

Comments from Zoning Officer:

Official Use Only:
Fee Paid: _____

Date Paid: _____

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Description of work:

CHECKLIST FOR A SIGN BUILDING PERMIT

1. ARE YOU CHANGING THE USE OF THIS BUILDING OR ANY PART THEREOF?

FROM RESIDENTIAL TO COMMERCIAL _____

FROM COMMERCIAL TO RESIDENTIAL _____

2. PRIOR TO YOUR APPLICATION BEING ACCEPTED YOU ARE REQUIRED TO PROVIDE THE FOLLOWING:

(APPLICANT MUST INITIAL EACH ITEM INDICATING IT HAS BEEN PROVIDED)

1. _____ IS PROPERTY LISTED ON THE NATIONAL REGISTER OF HISTORIC PLACES AS A CONTRIBUTING STRUCTURE? (IF YES, YOUR REQUEST WILL BE SUBJECT TO HISTORICAL CHARACTER REVIEW.)

2. _____ IF RENTAL, PROVIDE WRITTEN PERMISSION FROM OWNER OF BUILDING.

3. _____ TOTAL SQUARE FOOTAGE OF ALL EXISTING SIGNS ON BUILDING.

4. _____ TOTAL SQUARE FOOTAGE OF PROPOSED SIGN OR SIGNS.

5. _____ DRAWING OR PICTURE OF BUILDING SHOWING PLACEMENT OF SIGN/SIGNS.

6. _____ DRAWING OR PICTURE OF SIGN—SHOW SIZE, DETAILS, COLOR and MATERIAL SAMPLES.

7. _____ DRAWING OR PICTURE OF BRACKET OR METHOD OF MOUNTING SIGN.

8. _____ BOTTOM OF SIGN IS REQUIRED TO BE A MINIMUM 7FT ABOVE SIDEWALK.

9. _____ SIGN EXTENDS NO CLOSER THAN 3' TO CURB.

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Section 9-905 Remedies and penalties

The owner or agent of a building or premises in or upon which a violation of any provision of the Planning and Zoning Title has been committed or shall exist, or the lease or tenant of an entire building or entire premise in or upon which violation has been committed or shall exist, or the agent, architect, building contractor or any other person who commits, takes part or assists in any violation or who maintains any building or premises in or upon which such violation shall exist, shall be guilty of a misdemeanor and shall be punished by a fine not to exceed one hundred (100) dollars. Each and every day that such violation continues may constitute a separate offense.

I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of the Shepherdstown Planning Commission at any reasonable time in order to determine compliance with the Commission’s approval. Application must be signed by owner or his/her agent.

Date: _____ **Applicant’s Signature** _____

Print Name: _____

If you are a tenant, you must obtain the owner’s signature acknowledging and approving the proposed work. This must be done prior to submission of application.

Date: _____ **Owner’s Signature** _____

Print Name: _____

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APPLICABLE ORDINANCE:

Section 9-210 Signs

- I. Signs, general.** Signs shall not be painted on the exterior wall of any structure. The following signs are permitted in any district according to the provisions of this title:
- (a) A personal service sign for professional office or to a home occupation; unlighted or directly lighted, not to exceed two (2) square feet in size.
 - (b) A temporary real estate sign, not exceeding four (4) square feet in size, advertising sale or lease of the premises on which such sign is displayed.
 - (c) A sign identifying a non-profit organization and giving direction thereto, containing no commercial advertising, not exceeding ten (10) square feet in size.
 - (d) A temporary sign noting an event of general interest such as a locally sponsored carnival, such signs to be removed within ten (10) days after the event. The date of the event must be noted upon the sign.
 - (e) One bulletin board on church, school, college property, not over thirty (30) square feet in area.
 - (f) Signs—directional, informational, or warning in character, involving no advertising—and each not exceeding six (6) square feet in area.

II. Signs, business (amended on April 14, 1998)

Business signs are permitted subject to approval of the planning commission if located within its jurisdiction. This section applies to any and all signs displayed on or in front of the building, or immediately inside windows of business establishments, when such signs are visible from the street which are intended to identify or call attention to a business, service or industry conducted on the premises upon or within which the sign is located. The following conditions are applicable:

- (a) Signs may extend over a building line or public right-of-way no closer than three (3) feet to the curbing. Signs shall be placed at a minimum height of seven (7) feet above the ground or sidewalk measured from the bottom of the sign, unless it is attached flat against a building or does not project more than six (6) inches over the building line or public right-of-way.
- (b) All signs on or in front of a building, or immediately inside windows, which are visible from the street shall be immobile, non-flashing, and in no way resemble traffic signals or other warning devices. If lighted, the signs shall be lighted, either indirectly or from within, by use of either incandescent or fluorescent lighting only, except that signs indicating “open” that do not exceed a total of 144 square inches may be illuminated by neon. Lighted signs not complying with this ordinance must be phased out of use within five (5) years of the effective date of this amendment.
- (c) The total area for all signs on an individual commercial or industrial premise shall not exceed twenty-five (25) square feet.

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(d) An identification sign for a shopping center or industrial park or other integrated group of commercial buildings shall not exceed one hundred (100) square feet in area, and shall be subject to setback requirements for the district in which it is located.

(e) All free-standing signs shall be so located and shall be so placed as to allow ample visual sight lines for driveways, streets and alleys. Free-standing signs may be used only by commercial establishments with no more than one (1) sign per fifty (50) feet of frontage permitted.

(f) In no case shall any sign attached to a building project above a roof line.

(g) In no case shall a free-standing sign exceed fifteen (15) feet in height above average grade of the site.

Any sign displayed which no longer advertises a *bona fide* business conducted upon the premises as specified above shall, upon notification by the Town Council to the owner of the property, be taken down by the owner within ten (10) days of such notification. Failure to so comply on the part of the owner, occupant, agent or person having the beneficial use of any building or premises upon which sign may be found shall cause the town, through its attorney, to seek compliance.

III. Signs, Specific

Approval of the display of a sign shall be granted by the Planning Commission only when such signs and the plans thereof so far as they relate to the appearance, color, size, position, method of attachment, texture of materials and design, conform to the historic period and distinctive character of the building or structure, and/or do not impair the value to the community of those buildings having historic and/or architectural worth specifically as follows:

(a) Sign colors shall be compatible with color schemes used on the particular building or structure upon which the sign is affixed.

(b) No sign shall be placed upon a balcony, gallery, canopy, shed or roof, or placed in any manner whatsoever so as to disfigure or conceal any architectural features or details of any building.

(c) All signs shall be maintained in good condition and appearance. The town may cause to be removed any sign which shows gross neglect or becomes dilapidated or where the area immediately around such sign is not well maintained after due notice has been given.

PLEASE NOTE THAT ADDITIONAL HISTORIC DESIGN
GUIDELINES MAY APPLY AND THIS APPLICATION MAY BE
REVIEWED BY THE SHEPHERDSTOWN HISTORIC LANDMARKS
COMMISSION