

Department of Planning
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HISTORICAL/CULTURAL INTERPRETIVE SIGNS APPLICATION

PURPOSE

The Historic Preservation Commission (HPC) is responsible for reviewing the historical significance of the text of the sign, and the relevance of the site on which the sign will be placed. If the sign receives the Commission's approval, the Commission shall recommend that the City fabricate and install the sign. Signs which are placed per these guidelines will qualify as an official historic marker and will be embossed with the HPC insignia (to be determined).

GUIDELINES

1. The historic/cultural site shall be accessible to the public and have adequate access to on-site parking. This determination will be made by the Department of Development and Permits.
2. The historical/cultural site should be of such significance as to be eligible for listing on the National Register of Historic Places or approved by the Historic Preservation Commission as being locally significant (see document titled, "Assessing Historic Significance of Sites for Historic Signage").
3. The sign must conform to the requirements of the Chesapeake Zoning Ordinance
4. The sign size shall not exceed 42" high x 36" wide if within a city road right of way.
5. The applicant will be encouraged to develop a sign that is decorative in style and properly landscaped.
6. The applicant (person / organization requesting the sign) should be responsible for securing the cost of materials, sign fabrication, installation, and landscaping. The applicant must have permission from the landowner to place the sign on private property or in the case of City right of way, the City of Chesapeake.

APPLICATION REQUIREMENTS

The following text submittal/approval process should be followed:

- An Application titled “Historic Sign Review and Approval” must be submitted to the Chesapeake Planning Department by the Monday following the monthly HPC meeting (held on the second Thursday of the month). This form is located in the Chesapeake Planning Department and the City web page.
- Completed applications will be reviewed by the HPC sign committee, which will make recommendations to the full Commission. If sign text clarifications are needed, a representative from the committee may contact the applicant. Delays in receiving any needed clarifications may result in a continuance or denial by the full commission. Some applications may require additional discussion by the HPC, and it is not guaranteed that final action will be taken at the initially scheduled meeting. The Commission highly recommends that the applicant attend the meeting to discuss the subject of the signs historic significance and thus, expedite review.
- If the Commission does not recognize significance in the subject of the sign, the application will either be denied or continued to the next month’s meeting in order to give the applicant time to submit requested documentation or to clarify text. Initial submissions of requested documentation and well written sign text will help streamline the process. The Commission reserves the right to make any necessary grammatical or stylistic changes to the text of the Official Historic Markers without the consent of the applicant.
- The Planning Department will send a letter to the applicant at least one week in advance of the meeting to notify the applicant that the application is on the agenda.
- The sign will be considered at the Historic Preservation Commission’s regular meeting on the 2nd Thursday of the month.
- The Commission may approve, deny or continue the item for one month at a time to determine or clarify historical content.
- The Recording Secretary will provide the applicant with a letter describing the action of the Commission at the meeting.