



CHESAPEAKE HISTORIC PRESERVATION COMMISSION

HISTORICAL/CULTURAL INTERPRETATIVE SIGN APPLICATION

APPLICATION NUMBER: _____
(Assigned by Chesapeake Planning Department)

GENERAL INFORMATION

- 1. Applicant(s): _____
Address: _____
Daytime Phone: _____ FAX Number: _____
E-mail address: _____
Interest in subject property: _____
2. Agent(s): _____
Agency: _____
Address: _____
Daytime Phone: _____ FAX Number: _____
E-mail address: _____
3. Owner(s) of property:
Name: _____
Address: _____
Daytime Phone: _____ FAX Number: _____
E-mail address: _____

ACKNOWLEDGEMENT

DECLARATION OF ACCURACY:

I, the undersigned, certify that this application is complete, accurate and contains all required and requested information, documents and other submittals, and that all statements made herein are, to the best of my knowledge, true and correct. I further certify that I have exercised due diligence to obtain the most recent, complete and correct information available. I understand that wrongful certification or failure to provide required or requested documents that become available after the initial submittal of this application may result in a delay in, or invalidation of, any official governmental action taken.

DECLARATION OF FINANCIAL RESPONSIBILITY FOR SIGN COSTS:

I, the undersigned, understand that the cost of sign manufacturing, materials, installation and landscaping is my responsibility.

DECLARATION OF PROPERTY OWNER PERMISSION:

I, the undersigned, understand that I must have permission from the landowner to place the sign on private property or in the case of public right-of-way, the City of Chesapeake.

DECLARATION OF CONSENT:

By signing below, the applicant consents to entry upon the subject property by public officers, employees, and agents of the City of Chesapeake wishing to view the site for purposes of processing, evaluating or deciding this application.

Applicant Name: (signature) _____

Name: (printed or typed) _____

Address: _____

Phone: _____

Date: _____

PROPERTY DESCRIPTION

1. 13-digit tax map number(s): _____,
_____, _____,
_____, _____.

2. Street address (or common description if no street address is available):

STATEMENT OF SIGNIFICANCE

Sign Title: _____

Statement of Significance: Please include 1-2 paragraphs—not to exceed one page—indicating why this site is significant and should be recognized as such by a historic sign. The enclosed document, “Assessing Historic Significance of Sites for Historic Signage”, should be reviewed prior to completing this section. If the site is listed on the National Register or is contributing to a national or local historic district, please indicate in the significance statement.

SIGN TEXT

Sign Text (as it will appear on the sign) On a separate sheet of paper, please include the proposed sign text, including footnotes all factual references below the text body for review purposes at the bottom of the page. Footnotes shall be in the following format: AUTHOR, “SECTION OF BOOK,” TITLE OF BOOK, (CITY OF PUBLICATION: PUBLISHER, DATE PUBLISHED) PAGE NUMBER.

The proposed sign text shall be typed or printed legibly. Please be objective as subjective language is not appropriate for historic signage.

Example:

The 1846-1847 Hendren-Creekmur House provides a prominent example of the Greek Revival style in the Deep Creek area of Chesapeake.¹

1 Kerri Elizabeth Culhane, “Appendix C,” Reconnaissance and Intensive Survey of Architectural Resources in the City of Chesapeake, VA, (Alexandria: John Milner Associates, 1999) 1.

HISTORICAL/CULTURAL INTERPRETATIVE SIGN APPLICATION CHECKLIST

The following items are required as part of the Historical/Cultural Interpretative Sign Application application:

- The original application**, with original signatures, including all required information, three (3) copies of the complete application. All information must be typed or clearly printed on the application and 8½" x 11" paper as needed. *Required information is as follows:*
 - Sign Title
 - Statement of Significance
 - Sign Text with footnotes
 - Referenced page(s) from footnoted documents, including the cover page for each reference indicating the source document and footnote number, and highlighting the factual element(s) being referenced on the reference page.
- Photo and map of where the sign will be placed.
- Layout and design of the sign
- A letter of written permission from the landowner to place the sign on private property or in the case of public right-of-way, the City of Chesapeake
- Any additional drawings, pictures, or information, which will assist the Historic Preservation Commission in making their decision.
- SIGN MANUFACTURING AND INSTALLATION COSTS.** The applicant is responsible for cost of sign manufacturing, materials, installation and landscaping
- This completed checklist.