

<b>Submittal Checklist</b>	
<b>Wall Signs</b>	<input type="checkbox"/> Renderings of proposed sign with specifications showing: exact size, length, height, and area.
	<input type="checkbox"/> Building elevation(s) showing the length of the building or tenant space.
	<input type="checkbox"/> A picture or rendering with sign dimensions of the existing signs that are to remain.
<b>Monument, Freestanding, Ground Signs</b>	<input type="checkbox"/> Renderings of proposed sign with specifications showing: exact size, length, height, area, and type of lighting, and engineered footing details.
	<input type="checkbox"/> A site plan indicating the building as well as the proposed sign location and the setback distance from right of ways.

## General Permanent Sign Requirements

<b>Freestanding Signs - 1 Sign Permitted Per Frontage</b>			
Lot Size	Setback	Max Sign Area	Max Height
2 acres or less	15 feet from the street right of way	64 square feet	12 feet
Above 2 acres but less than 5	35 feet from the right of way	96 square feet	12 feet
5 acres or more	50 feet from the right of way	125 square feet	16 feet
The sign either has no space between the sign face and the ground or is supported by a base, the width of which is at least two-thirds ( $\frac{2}{3}$ ) the width of the sign face.			
If the sign face is supported by a base, the sign face sits directly on the base or is separated from the base by a space of not more than eighteen (18) inches.			
<b>Wall Signs</b>			
Maximum cumulative sign area: 1-square foot per 1-foot linear frontage			
<b>Ground Signs</b>			
Number of Signs per Entrance	Max Sign Area	Max Height	Setback
2	4 square feet	4 feet	5 feet from right-of-way
<b>Message Boards</b>			
Message boards may be erected as part of a permitted freestanding or wall sign, subject to the following requirements:			
<i>a. The sign area of the message board may cover up to a maximum of fifty (50) percent of the total sign area authorized for the sign of which the message board is a part.</i>			
<i>b. Except as otherwise provided for electronic message boards, the individual letters or numbers of the message board sign copy shall be made of durable plastic, metal or other similar material and shall be firmly secured to the sign face.</i>			
<b>Electronic Message Boards</b>			
In addition to the area requirements set out above, electronic message boards shall also comply with the following:			
<i>a. The message visible on such boards at any one time may change not more than every twenty (20) seconds. Each change in the message visible at any one time on a message board, even when the change is to a message previously displayed on the message board on the same day, shall be counted toward this maximum.</i>			
<i>b. There shall be no sense of motion when the message is displayed or when the message changes. The entire message shall turn on or off as a single entity.</i>			
<i>c. The message shall not roll on or off the sign face.</i>			
<i>d. The message shall not turn on or off by the random illumination or extinguishing of lights within the sign face.</i>			

\* Please note the information provided herein is not all inclusive, please refer to article 14-700 of the Chesapeake Zoning Ordinance. \*

## Project Information

Project Name: \_\_\_\_\_  
 Project Address: \_\_\_\_\_ Suite # \_\_\_\_\_  
 Description of Work \_\_\_\_\_ Cost of Work \_\_\_\_\_

## Applicant Information

OWNER    TENANT    AGENT    CONTRACTOR (provide license #) \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## Wall Signs

Wall Sign Location	Wall Linear Feet	Number of New Signs	New Sign Dimensions	Wall Signs to Remain SF	Total Existing & New Sign SF
Front Wall					
Left Side Wall					
Right Side Wall					
Rear Wall					

## Monument Signs

Monument Sign Location	Sign Height	Cumulative Sign Area	Message Board Area	Setback from Property Line	Tenant Panel Square Feet
Front Yard					
2 <sup>nd</sup> Front					
Illumination	<input type="checkbox"/> Internal		<input type="checkbox"/> External		<input type="checkbox"/> Message Board

## Ground Signs (Signs located at the entrance of the property)

Number of vehicular entrances _____	Number of ground signs proposed on this application _____
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## Drive-through Signs

One (1) freestanding sign per service lane

Sign	Sign Area	Sign Height	Setback from Property Line
Sign 1			
Sign 2			

## Permit Fees

Fee Type	Plan Review Fee	Application Fee	Permit Fee by Square Feet			State Levy* 2%	Tech Fee	Total Permit Fee
			1 – 99	100 – 299	300 & OVER			
			\$60.00	\$75.00	\$100.00			
QTY	1	1						
Total	\$10.00	\$50.00					\$5.00	

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Reface only permits do not require the State Levy.