



# Sign Permit Application

Town of Onley  
PO Box 622  
Onley VA 23418  
757-787-3985 office  
757-787-5661 fax

**Application is hereby made for a Sign Permit under Article III-4.2 of the Zoning Ordinance of the Town of Onley, other local ordinances and the Code of Virginia. Application must include a full color design of the proposed sign.**

Name of Owner: \_\_\_\_\_  
Name of Business: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

Owner Represented by: (representatives should have authority to commit applicant to changes that may be suggested by the Planning Commission):

Name of Representative: \_\_\_\_\_  
Representative is: Lessor \_\_\_\_\_ Renter \_\_\_\_\_ Other (specify) \_\_\_\_\_  
Address of Representative: \_\_\_\_\_  
Location (if different): \_\_\_\_\_  
Tax Map Number/Parcel ID: \_\_\_\_\_

**Description of proposed sign: (signs must not obstruct traffic site vision)**

---

---

---

---

---

---

---

---

---

---

**Please include the following:**

- Map showing location of property.
- Site Plan to show required set back
- Plans, sketches, drawings, elevations or designs.
- Photographs or slides showing sign on property, street views
- Mounting type.
- Wording on sign and/or drawing on sign.

**Specify all materials that will be used as well as colors:**

---

---

---

---

*I, the undersigned, hereby certify that I have been advised of applicable regulations governing the placement of signage in the Town of Onley and that my conduct will be bound by all of the applicable regulations governing said signage.*

Name of Contractor: \_\_\_\_\_  
Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

- Approved as Presented.
- Modified and Approved (See below for modifications).
- Disapproved (See below for explanation)

---

---

---

---

---

---

---

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Zoning Administrator, Town of Onley*