



BRANDERMILL
A Waterfront Community

APPLICATION for TEMPORARY SIGN PERMIT

Prior to completing the following, please read the attached guidelines.

Applicant name: _____

Applicant business name: _____

Applicant mailing address: _____

Applicant phone number: _____

Applicant e-mail address: _____¹

Proposed location of sign, exact location necessary, (ie over front entrance, street front, sidewalk, etc.):

Sign description, (ie enrolling now) _____

Sign size: _____

Sign materials,(ie metal frame, fabric, etc: _____

Attach sign illustration or photograph/picture:

Display dates: Starting _____ Ending _____

Owner of the building has been notified of this request and agrees to the above? Yes No

FOR BCA/ADMINISTRATIVE USE ONLY

Date received: _____

Approved as submitted: _____

Approved with conditions: _____ see memo attached

Preliminary Review: _____ see memo attached

Denied: _____ see memo attached

Signature: _____

Date: _____

BCA Staff Liaison to Architectural Review Committee

Date applicant notified: _____

BCA Staff initial _____

(BCA Form Update 3/1/14)

¹ Unless otherwise indicated on the application e-mail address will be used to communicate decision of ARB.

5.3 TEMPORARY SIGNS AND BANNERS: Exterior temporary signs are permitted under specific circumstances. All temporary sign permits are discretionary and may be approved, limited or denied by the ARB for any reason. In accordance with Chesterfield County zoning and subdivision ordinances, Section 19-613, <http://www.chesterfield.gov/content2.aspx?id=3485>, it is the responsibility of the applicant to determine the need to seek approval or apply for a permit for the proposed sign(s). Signs to be located in areas adjacent to the roadway, {twenty (20) feet or less to the curb} generally require a permit from the county. Applicant will represent to the ARB that contact has been made with Chesterfield County Planning Department and those results. Applicant will provide ARB with copy of permit if sign requires such. Approval by the county does not automatically assure ARB approval.

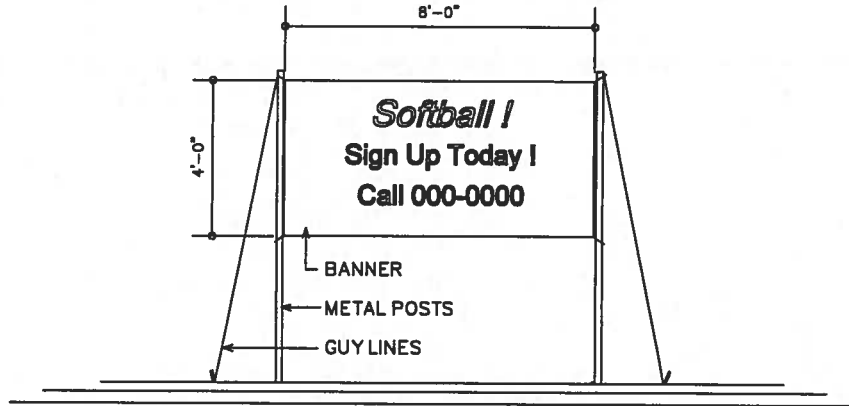
Generally, the ARB will approve a single temporary sign for placement outside a particular business but in some cases, depending on the business location and street frontage, the ARB will consider two signs. However, no more than two signs can be approved for the same business at the same time. The length of time will be limited to sixty (60) days at one time, and no longer than one hundred and twenty (120) days in any given twelve (12) month period.

General limitations for these signs are provided in the sub-paragraphs below. Temporary signs, flyers, etc. are not permitted to be attached to trees, poles, existing permanent sign structures or any other surface not specifically designed for signage. Temporary signs inside windows of inhabited building spaces are not regulated by this section.

5.3.1 BUILDING-MOUNTED BANNERS: Weatherproof fabric banners, professionally made, may be permitted to be displayed on building faces for limited times to announce grand openings or other major events. Banners may not be used for on-going advertising purposes or for political campaigns. Building-mounted banners shall not exceed a maximum area of 40 square feet.



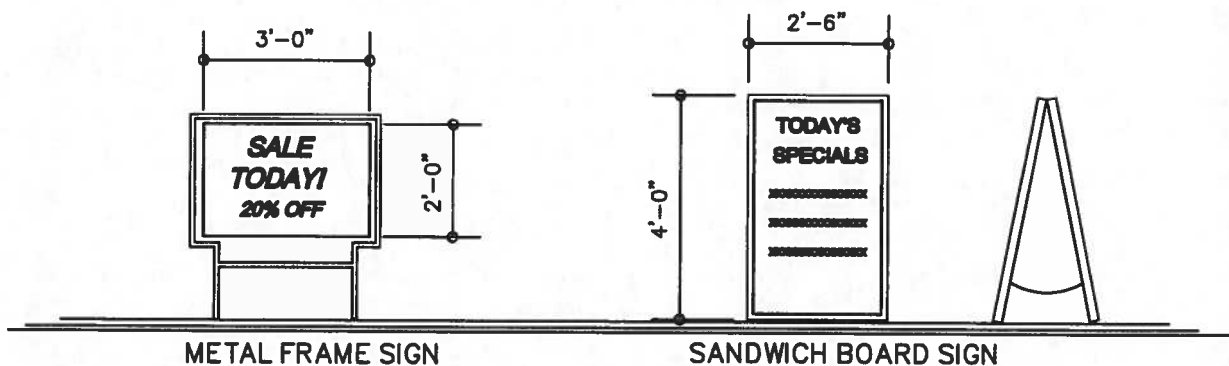
- 5.3.2 **FREE-STANDING BANNERS:** Free-standing banners may be permitted for limited times, only to announce non-commercial charity or civic events, sign-ups or fund-raising drives, at locations approved by the ARB. Free-standing banners for political campaigns are not permitted. Free-standing banners shall not exceed a maximum area of 32 square feet. Banners shall be supported with guy lines as needed to be kept straight and true.



- 5.3.3 **TEMPORARY PROMOTIONAL SIGNS:** Temporary promotional signs may be permitted to be used on an on-going basis (daily during business hours only), in one of the following forms:

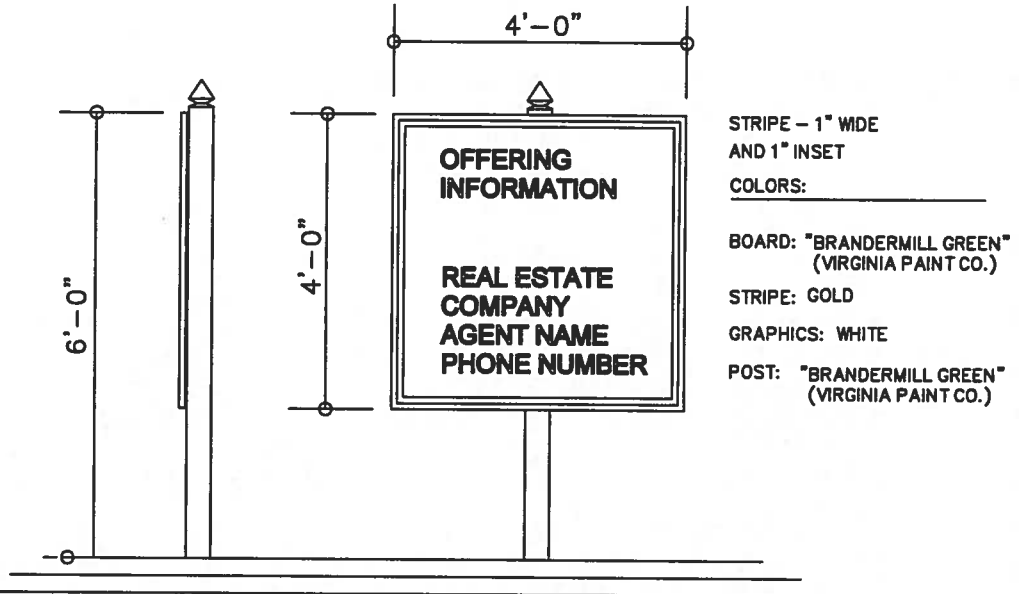
2' x 3' metal frame mounted sign located in landscaped area (planting bed or lawn) immediately adjacent (within 20') to the tenant space (for tenant signs) or owner's building.

professionally made sandwich board, maximum face size of 48" h x 30" w, set on sidewalk directly in front of tenant space (for tenant signs) or owner's building.



- 5.3.4 **PROMOTIONAL DISPLAYS OTHER THAN SIGNS:** Portable and trailer mounted reader boards, inflatable or other 3-dimensional structures, searchlights, or other promotional devices not addressed in this Article are generally not permitted. For consideration as an exception, submit request to ARB. See also Flags and Flagpoles in para. 5.4.

- 5.3.4 **REAL ESTATE SALE AND TENANT LEASING SIGNS:** Real Estate sale and tenant leasing signs are permitted in store or building windows. Free-standing signs for property sale may be permitted in accordance with the design and specifications below. No other commercial real estate sale or leasing signs are permitted.



REAL ESTATE SALE OR LEASE SIGN

- 5.3.5 **CONSTRUCTION PERIOD SIGNS:** One construction sign is permitted on a property during construction. Any proposed construction sign that exceeds the size limitations for post mounted signs, in para. 5.2.2.2, shall be submitted for review and approval by the ARB. Construction signs shall be removed within one week of issuance of Certificate of Occupancy by Chesterfield County. No individual subcontractor, supplier, manufacturer, financier or other advertising signs are permitted. "No Trespassing" or other temporary property control signage may be permitted upon review by the ARB.
- 5.4 **FLAGS AND FLAGPOLES:** Flags and flagpoles may be permitted in accordance with the following standards. The ARB must approve the location, style and color of any flagpole.
- 5.4.1 **VERTICAL FLAGPOLES FOR U.S. FLAG:** Poles shall be commercially manufactured for the purpose of flying flags of a durable, finished material. Maximum height is 30'; however, shorter height limits may apply in some Zones.
- 5.4.2 **OTHER VERTICAL FLAGPOLES:** Poles shall be commercially manufactured for the purpose of flying flags, of a durable, finished material. Maximum height is 25'; however shorter height limits may apply in some Zones. Generally, flags will be permitted for state and local governmental entities and for corporate entities. Decorative flags on vertical poles will generally not be approved.