



**TOWN OF MIDDLEBURG**

10 West Marshall Street, PO Box 187  
Middleburg, Virginia 20118-0187  
540-687-5152 FAX 540-687-3804

Application # ST \_\_\_\_\_

**TEMPORARY SIGN PERMIT**

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

email: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

Parcel #: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

email: \_\_\_\_\_

**SIGN DESCRIPTION:**

Function of Sign:

- Temporary Business Sign (while permanent sign is under review)
  - Temporary Window Sign (attached to the interior of the window)
  - Construction Site Sign                       Residential Development Sign
  - Real Estate Sign                                       Political Campaign Signs
  - On-site Special Event (Grand Opening, Fair, Festival, etc)
- (See separate form for use of Town Sign Structures for Off-Site Special Event signs)

Date sign to go up: \_\_\_\_\_ Date sign to be taken down: \_\_\_\_\_

Type of Sign:    Wall     Freestanding    Window    Other \_\_\_\_\_

Sign Dimensions: Height \_\_\_\_\_ Width: \_\_\_\_\_ Area in sq ft: \_\_\_\_\_ Number of Faces: \_\_\_\_\_

Sign Material: \_\_\_\_\_ Location of Sign: \_\_\_\_\_

I do hereby request a sign permit for the sign(s) described herein and as shown on the attached plans and specifications. I agree to comply with the conditions of this permit and all other applicable town requirements:

Applicant Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

I, as owner or authorized agent for the above-referenced parcel, agree to the installation of the proposed sign(s) on the property described above:

Owner/Agent signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

**OFFICE USE ONLY**

Date Filed: \_\_\_\_\_ Fee amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Application #: **ST** \_\_\_\_\_

Deposit Required: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Date Refunded: \_\_\_\_\_

Conditions of Approval: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Administrator

**THIS PERMIT EXPIRES \_\_\_\_\_ . THIS SIGN PERMIT IS NOT TRANSFERABLE.**