



**CITY OF ALEXANDRIA, VIRGINIA  
TEMPORARY PORTABLE SIGN PILOT PROGRAM  
PERMIT APPLICATION**

**SIGN ZONE\*:** \_\_\_\_\_ **DATE OF APPLICATION:** \_\_\_\_\_  
*(\*See "Temporary Portable Sign Pilot Program Signage Zone Map" for reference. Only one sign per corner is allowed.)*

**APPLICANT NAME:** \_\_\_\_\_  
(Applicant is the contact person responsible for maintaining compliance of sign and coordinating participation)

**BUSINESS NAME/ADDRESS:**  
\_\_\_\_\_

TEL#: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Office) \_\_\_\_\_

EMAIL: \_\_\_\_\_

**SIGN SPECIFICATIONS:** Height: \_\_\_\_ Width: \_\_\_\_ Materials: \_\_\_\_\_

**APPLICATION CHECKLIST**

- \_\_\_\_ Completed and signed application forms (pages 1-4)
- \_\_\_\_ Sign specification plans, including size, text, materials, colors, and method of installation
- \_\_\_\_ Photo or detailed plan showing sign location

**THE UNDERSIGNED APPLICANT** has read and understands the applicable rules and regulations for the temporary placement of one temporary portable sign.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

***For City Staff Use Only***

**PERMIT #** TPS2008- \_\_\_\_\_

CONFIRM ELIGIBLE LOCATION W/IN CBD: \_\_\_\_ Y / N \_\_\_\_

CONFIRM ELIGIBLE BUSINESS (RETAIL/RESTAURANT/PERSONAL SERVICE): \_\_\_\_ Y / N \_\_\_\_

STAFF ACTION: \_\_ APPROVED \_\_ DENIED                      DATE: \_\_\_\_\_

P&Z STAFF: \_\_\_\_\_

T&ES STAFF: \_\_\_\_\_





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**REGULATIONS**

**General**

1. Signs approved under this pilot program are permitted only from November 25, 2008 through March 15, 2009.
2. No temporary portable signs are allowed without a permit. Permit # must be affixed to sign.
3. Only one sign is allowed per street corner.
4. Eligible businesses will cooperate to advertise on only one sign.
5. Eligible businesses include retail-oriented and restaurant uses to include personal services. Ineligible businesses are banks, contractor, real estate, credit, or savings and loan offices.
6. Businesses located on King Street are not eligible.

**Sign Location**

7. Sign placement must maintain at least a five foot minimum pedestrian path along the sidewalk; must not obstruct pedestrian movement and safety, including the ability to safely cross the street, and safely enter and alight from cars and buses without obstruction.
8. Sign placement must allow clear access to curb ramps
9. Signs must not be within five feet of a curb or curb ramp when next to an accessible-only parking space.
10. Sign must be stabilized or weighted to remain safely in place, preferably with a sandbag within the base of the frame.
11. Sign must not damage the public right of way or any other property.
12. This permit is issued subject to field review to verify compliance with regulations. In the event that the sign is not in compliance, it will be relocated.

**Sign Design and Content**

13. Signs may not include phone numbers or other special advertising.
14. Signs may be up to 42" tall and up to 30" wide.
15. Sign should look professional and be in keeping with the character of the Old and Historic Alexandria District. No illumination, neon letters or neon background are permitted.

**I have read and understand the above regulations:**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

