



**DEPARTMENT OF COMMUNITY  
DEVELOPMENT**

**PLANNING - BUILDING INSPECTIONS – ZONING**  
207 WEST SECOND AVENUE, FRANKLIN VIRGINIA 23851  
OFFICE: 757-562-8580 OR 757-562-8682

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**APPLICATION FOR TEMPORARY OFF PREMISES SIGNS**

Nonprofit Organizations and Similar Entities

FEE: \$25.00

DATE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ Ph # \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_

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

BUSINESS PHONE: \_\_\_\_\_

TYPE OF TEMPORARY SIGN (wood, cloth, plastic etc.) \_\_\_\_\_

ADDRESS OF PROPOSED LOCATION (s): \_\_\_\_\_

OTHER LOCATION DESCRIBE: \_\_\_\_\_

PROPERTY OWNERS PERMISSION GRANTED: Please provide written verification.  
\_\_\_\_\_ YES \_\_\_\_\_ NO

*Section 22.3(1)(C) Allows for the erection off premises signs not exceeding 32 square feet in area for the advertising of activities such as fund raising for nonprofit organizations such as churches, schools, civic groups and similar entities, which signs may be erected for no more than 30 days prior to such activities and which must be removed within 30 days after such activities have ceased. Such signs shall not obstruct sight vision at street intersections per section 2.8 of the zoning ordinance and shall be set back a minimum of 8 feet from any street right of way.*

ACTIVITY DESCRIPTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTIVITY DATES FROM: \_\_\_\_\_ TO: \_\_\_\_\_

DATE SIGN TO BE INSTALLED: \_\_\_\_\_

DATE TO BE REMOVED: \_\_\_\_\_

\_\_\_\_\_  
APPLICANT SIGNATURE & DATE

\_\_\_\_\_  
ZONING ADMINISTRATOR & DATE