



## MASTER SIGNAGE PLAN

Fee: \$25

A Sign may be erected, placed, established, painted, created, or maintained in the City only in conformance with the standards, procedures, exemptions, and other requirements of Article 1324 of the City of Charles Town Zoning Ordinance. A Sign Permit shall be obtained through the City of Charles Town prior to the placement, construction, erection or modification of a Sign.

No Sign Permit may be obtained unless a fully completed Sign Permit application, and an application for approval of a Master Signage Plan or Common Signage Plan, as applicable, are submitted to the City of Charles Town and, following review of the same, the Zoning Administrator, or designee, determines that the Sign and applicable Signage Plan comply with the requirements of Article 1324. For Sign Permit applications for properties located within the City of Charles Town's Historic Overlay District (HOD), please see Section K of this application

(A) *Master Signage Plan.* For any Lot on which the Owner proposes to erect one or more Signs requiring a permit, the Owner shall submit to the Zoning Administrator a Master Signage Plan containing the following:

1. An accurate plot plan of the Lot, at such scale as the Zoning Administrator may reasonably require;
2. Location of Buildings, parking lots, Driveways, and landscaped areas on such Lot;
3. Computation of the maximum total Sign area, the maximum area for individual Signs, the height of Signs and the number of ground mounted Signs allowed on the Lot; and
4. An accurate indication on the plot plan of the proposed location of each present and future Sign of any type, whether requiring a permit or not.

- (B) *Common Signage Plan.* The Owner of one or more Lots with a Combined Development shall file with the Zoning Administrator a Common Signage Plan containing all of the information required for a Master Signage Plan and also specifying standards for consistency among all Signs on the Lots affected by the Plan with regard to:
1. Lettering or graphic style to the greatest extent possible based on the prospective tenants;
  2. Lighting to the greatest extent possible based on the prospective tenants;
  3. Location of each Sign on the Buildings;
  4. Material; and
  5. Sign proportions.
- (C) *Showing Window Signs on Common or Master Signage Plan.* A Common Signage Plan or Master Signage Plan including Window Signs may simply indicate the areas of the windows to be covered by Window Signs and the general type of the Window Signs. All window signs shall be less than 25% of the glass window area.
- (D) *Other Provisions of Master or Common Signage Plans.* The Master or Common Signage Plan may contain such other restrictions as the property Owners may reasonably determine **appropriate**.
- (E) *Consent.* The Master or Common Signage Plan shall be signed by the Applicant and a copy of the plan shall be included in the lease of the tenant **and made a condition thereof**.
- (F) *Procedures.* A Master or Common Signage Plan shall be included in any Subdivision/Land Development Application, planned unit development plan, or other official plan required by the City for the proposed development and shall be processed simultaneously with such other plan.
- (G) *Amendment.* A Master or Common Signage Plan may be amended **at any time** by filing a new Master or Common Signage Plan **application** that conforms with all requirements of this Ordinance then in effect **and receiving approval thereof**.
- (H) *Adding **or modifying** Signs Where Existing Signs do not conform to Common Signage Plan.* **Any new or amended Common Signage Plan which is filed for a property on which existing non-conforming Signs are located, must contain provisions for bringing all signage on the property in conformity with the requirements of this Ordinance.**
- (I) *Binding Effect.* After approval of a Master or Common Signage Plan, no Sign shall be erected, placed, painted, or maintained, except in conformance with such plan, and such plan may be enforced in the same way as any provision of this Ordinance. In case of any

conflict between the provisions of such a plan and any other provision of this Ordinance, the Ordinance shall control.

(J) **All applications for Sign Permits must utilize this application form, which will be reviewed and approved in accordance with Article 1324.**

(K) For Sign Permit applications for properties located within the **City of Charles Town's Historic Overlay District (HOD)**, shall also be subject to the **City of Charles Town's Historic Landmarks Commission (HLC) review and approval**. Approval of such Sign Permit applications will be subject to the City's **Certificate of Appropriateness (COA) application** review and approval procedures published in the Design Review Standards, Article 141 of the Charles Town Codified Ordinance and be in compliance with Article 1324. Applicants in the HOD shall complete the Certificate of Appropriateness (COA) application instead of this application.

1. DATE \_\_\_\_\_

2. APPLICANT'S NAME \_\_\_\_\_

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

Telephone Number \_\_\_\_\_

Email Address \_\_\_\_\_

3. PROPERTY OWNER'S NAME(S) \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

4. Email Address \_\_\_\_\_

5. PROPERTY ADDRESS: \_\_\_\_\_

Tax Map # and Parcel(s): \_\_\_\_\_

Zoning District: \_\_\_\_\_

6. DESCRIPTION OF PROJECT, EXISTING/FORMER USE AND PROPOSED USE

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

6. DESCRIPTION OF BUSINESS(ES) AND PROPOSED USES(S)

| Business | Description |
|----------|-------------|
| 1)       |             |
| 2)       |             |
| 3)       |             |
| 4)       |             |

7. ESTIMATED COST OF SIGN(S) (Excluding Labor & Installation)

\_\_\_\_\_

8. SIGN CONTRACTOR

\_\_\_\_\_

Contractor License # and WV & City of Charles Town Business License

\_\_\_\_\_

9. SIGN DETAILS. Provide signage information for **all** businesses.

**Business 1**

| Type of Sign     | Check All that Apply | Type of Sign | Check All that Apply |
|------------------|----------------------|--------------|----------------------|
| Ground Mounted   |                      | Suspended    |                      |
| Wall Mounted     |                      | Awning       |                      |
| Window Lettering |                      | Other (List) |                      |

*SIGN DIMENSIONS AND LIGHTING*

| Type of Sign        | Height               | Width | Depth | Lighted Sign?<br>Check Box if Yes* |
|---------------------|----------------------|-------|-------|------------------------------------|
| 1. Ground Mounted   |                      |       |       |                                    |
| 2. Wall Lettering   |                      |       |       |                                    |
| 3. Suspended        |                      |       |       |                                    |
| 4. Window Lettering |                      |       |       |                                    |
| 5. Awning           |                      |       |       |                                    |
| 6. Other (List)     |                      |       |       |                                    |
|                     | <b>Sign Material</b> |       |       |                                    |

\*If yes, list the type of lighting to be used (internal/external illumination, etc.):

\_\_\_\_\_

**Business 2**

| Type of Sign     | Check All that Apply | Type of Sign | Check All that Apply |
|------------------|----------------------|--------------|----------------------|
| Ground Mounted   |                      | Suspended    |                      |
| Wall Mounted     |                      | Awning       |                      |
| Window Lettering |                      | Other (List) |                      |

*SIGN DIMENSIONS AND LIGHTING*

| Type of Sign        | Height               | Width | Depth | Lighted Sign?<br>Check Box if Yes* |
|---------------------|----------------------|-------|-------|------------------------------------|
| 1. Ground Mounted   |                      |       |       |                                    |
| 2. Wall Lettering   |                      |       |       |                                    |
| 3. Suspended        |                      |       |       |                                    |
| 4. Window Lettering |                      |       |       |                                    |
| 5. Awning           |                      |       |       |                                    |
| 6. Other (List)     |                      |       |       |                                    |
|                     | <b>Sign Material</b> |       |       |                                    |

\*If yes, list the type of lighting to be used (internal/external illumination, etc.):

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**Business 3**

| Type of Sign     | Check All that Apply | Type of Sign | Check All that Apply |
|------------------|----------------------|--------------|----------------------|
| Ground Mounted   |                      | Suspended    |                      |
| Wall Mounted     |                      | Awning       |                      |
| Window Lettering |                      | Other (List) |                      |

*SIGN DIMENSIONS AND LIGHTING*

| Type of Sign        | Height               | Width | Depth | Lighted Sign?<br>Check Box if Yes* |
|---------------------|----------------------|-------|-------|------------------------------------|
| 1. Ground Mounted   |                      |       |       |                                    |
| 2. Wall Lettering   |                      |       |       |                                    |
| 3. Suspended        |                      |       |       |                                    |
| 4. Window Lettering |                      |       |       |                                    |
| 5. Awning           |                      |       |       |                                    |
| 6. Other (List)     |                      |       |       |                                    |
|                     | <b>Sign Material</b> |       |       |                                    |

\*If yes, list the type of lighting to be used (internal/external illumination, etc.):

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**Business 4**

| Type of Sign     | Check All that Apply | Type of Sign | Check All that Apply |
|------------------|----------------------|--------------|----------------------|
| Ground Mounted   |                      | Suspended    |                      |
| Wall Mounted     |                      | Awning       |                      |
| Window Lettering |                      | Other (List) |                      |

*SIGN DIMENSIONS AND LIGHTING*

| Type of Sign        | Height               | Width | Depth | Lighted Sign?<br>Check Box if Yes* |
|---------------------|----------------------|-------|-------|------------------------------------|
| 1. Ground Mounted   |                      |       |       |                                    |
| 2. Wall Lettering   |                      |       |       |                                    |
| 3. Suspended        |                      |       |       |                                    |
| 4. Window Lettering |                      |       |       |                                    |
| 5. Awning           |                      |       |       |                                    |
| 6. Other (List)     |                      |       |       |                                    |
|                     | <b>Sign Material</b> |       |       |                                    |

\*If yes, list the type of lighting to be used (internal/external illumination, etc.):

\_\_\_\_\_

10. PLEASE PROVIDE PROOF OF INSURANCE (In case of sign damage)

Insurance Company:

\_\_\_\_\_

11. PROVIDE A BUILDING LOCATION SURVEY (If Applicable).

Included \_\_\_\_

12. PROVIDE AN ILLUSTRATION OR PHOTOGRAPH OF THE PROPOSED SIGN(S).

Included \_\_\_\_

13. SHOW THE SIGN LOCATIONS BY PROVIDING A PHOTO OF EXISTING SIGNS AND/OR A RENDERING OF THE PROPOSED SIGNS.

Included \_\_\_\_

**APPLICANT CERTIFICATION**

I certify that, to the best of my knowledge, the submitted information and statements are true and correct. I also certify that I have received and read Article 1324 and relevant provisions of the Charles Town Zoning Ordinance outlining the City's Sign Permit application and approval procedures.

Signature of Applicant

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner(s) (If different than Applicant)

\_\_\_\_\_ Date \_\_\_\_\_

Please submit an original completed application to the following:

Planning & Zoning Department  
City of Charles Town  
101 E. Washington Street  
Charles Town, WV 25414

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***FOR CITY USE ONLY***

Application Number: \_\_\_\_\_ Date Application Received: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Fee: \$ \_\_\_\_\_

Check No. \_\_\_\_\_

Receipt No. \_\_\_\_\_

Zoning Approval: \_\_\_\_\_

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

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_