



TOWN OF MIDDLEBURG
Office of the
Zoning Administrator

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

How to Apply for a Sign Permit

Except for signs specifically exempted by the Middleburg Zoning Ordinance, the Zoning Administrator must issue a sign permit before any sign, including nameplates and permitted blackboards, may be erected, affixed, painted hung or otherwise displayed, altered or relocated. If the sign is to be installed within the Middleburg Historic District, a Certificate of Appropriateness must also be obtained for the sign. The applications for the sign permit and the Certificate of Appropriateness should be filed simultaneously.

The maximum number and size of the sign(s) on any building is determined by the provisions of the sign ordinance (Middleburg Zoning Ordinance, Article XIV). The linear footage of the front (and, if a corner lot, the side) of the building must be measured and provided to the Zoning Administrator as part of the application for a sign permit. Copies of the sign ordinance are available at the Town Office.

The fee for obtaining a Sign Permit is based on the number of square feet of the sign. This fee, which is set forth in the Town of Middleburg Fee Schedule, is set by the Town Council and is subject to change. Consult the Town Office for applicable fees at the time of your application.

Procedure for Obtaining a Sign Permit and a Certificate of Appropriateness

1. Obtain applications for a Certificate of Appropriateness and a Sign Permit from the Town Office, 10 West Marshall Street, P. O. Box 187, Middleburg, 20118, (540) 687-5152.
2. Submit both applications, the supporting materials, and the Sign Permit fee to the Zoning Administrator at least one week before the Historic District Review Committee (HDRC) meeting. This committee meets at 5:30 p.m. on the first Thursday of the month at the Town Office.
3. The applicant or a representative is strongly urged to be present at the HDRC meeting at which the application is presented. Committee members may have questions which cannot be answered by the presentation of materials. Applications cannot be approved without full information.

Materials Which Must Accompany a Sign Permit Application

1. Detailed, scaled drawing of the sign showing the style and size of lettering, the shape and dimensions of the sign, and all decorations or embellishments. Also note the material from which the sign will be made.
2. Sign hanger, brackets or sign structure details, including the materials, dimensions color, and height.
3. Color chips representing all portions of the sign (lettering, borders, decoration, background, etc.).
4. A scaled drawing of the building upon which or from which the sign is to be hung, or of the area in which a freestanding sign is to be located, with accurate representation of the position of the sign. Linear feet of street frontage of the building must also be noted.
5. Photographs of the building upon which or from which the sign is to be hung, showing front and side elevations of the area of the proposed sign.