

INSTRUCTIONS FOR COMPLETING APPLICATION FOR MOVEABLE SIGNS

DEAR APPLICANT:

What is a moveable sign?

A moveable sign is a portable sign placed on the public sidewalk outside a business. The sign is displayed during business hours and removed when the business is closed. They are sometimes called sandwich boards.

Where can I have a moveable sign?

1. Moveable signs are allowed throughout the City of Roanoke.
2. If you are located within Downtown's H-1 (Historic) District, you must obtain a Certificate of Appropriateness (COA) *prior* to submitting an application for a movable sign.
3. You can check your zoning district and find out if you are in the H-1 district by contacting the building and zoning permit office at (540) 853-1090 (Option 2) or refer to H-1 area map. (Link to map is provided below the application form)

What are the design and placement standards?

1. The sign can be up to 48" in height and up to 30" in width.
2. Must be of durable construction.
3. May be required to be anchored.
4. Must allow for 3 feet of clear sidewalk.
5. Must maintain clear access to building and cannot impede building egress.

What are the insurance requirements?

Contact your insurer to obtain a Certificate of Insurance with these provisions:

1. \$500,000 per occurrence for bodily injury, including death, property damage and personal and advertising injury.
2. Insurer shall give the City written notice at least 30 days prior to cancellation, alteration or termination of the policy.
3. The City, its officers, employees and agents covered as additional insured.

Most insurers can provide this certificate; typically, it is provided by the insurer who provides property and liability insurance on the building or business.

By signing the application, the sign owner indemnifies and holds harmless the City, its officers, employees, and agents.

What do I need to include with my application?

1. If located in H-1 Historic District, the approved Certificate of Appropriateness along with the application for the moveable sign.
2. Drawing, photo, and/or catalog cut-sheet showing the sign's dimensions and materials.
3. Site sketch showing location of sign and width of sidewalk where the sign will be placed.
4. Certificate of Insurance.
5. \$50.00 permit fee

Attached for your use is the current permit application for a moveable sign in the H-1 District and also areas not in the H-1 district.

1. H-1 District ONLY (*If not in H-1 District, skip to #2.*) Fill out a Certificate of Appropriateness (COA) and submit to:

Parviz Moosavi, Historic Preservation
Planning Building and Development
215 Church Avenue, S.W.
Noel C. Taylor Municipal Building
Roanoke, VA 24011
Phone 540-853-1522
parviz.moosavi@roanokeva.
gov

The COA will be returned to you. Upon receipt of COA, proceed to step 2.

2. Fill out an application for Moveable Sign in Public Right-Of-Way. Applications must be submitted to:

Matt McMahan, Engineering Technician I
City of Roanoke, Traffic Engineering
1802 Courtland Rd., N.E.
Roanoke, VA 24012
Phone: 540-853-6784
Matthew.mcmahan@roanokeve.gov

Note: If a question not applicable, fill in the blank with "NA" (Not Applicable)

3. If applicant is in the H-1 District attach the Certificate of Appropriateness. Application will be returned if COA is not attached (H-1 District only).
4. Attach Certificate of Insurance. Application will be returned if the Certificate of Insurance is not attached.
5. Applicants are strongly encouraged to make application for a moveable sign permit as soon as possible, inasmuch as unauthorized signs in the public right-of-way may be removed by the City of Roanoke.
6. Please refer to H-1 area map or call building and zoning permit office if you are not for sure about your zone. (Link to map is provided below the application form)

For questions about the application contact Matt McMahan, at 853-6784. For questions about the COA contact Parviz Moosavi at 853-1522.