

CITY OF ROANOKE, VIRGINIA

APPLICATION FOR MOVEABLE SIGN IN PUBLIC RIGHT-OF-WAY

.....
RETURN APPLICATION TO: **Transportation Division, Department of Public Works**
 1802 Courtland Road NE, Roanoke, VA 24012
 Attn: Matt McMahan (540) 853-6784
.....

Proposed Location of Sign: Address: _____ Tax Map Number _____

Current zoning designation of location _____ Is this location also zoned H-1 or H-2? Yes _____ No _____
"If yes, has H-1 or H-2 Certificate of Appropriateness (COA) been approved? If so, please attach copy of COA".

Owner of Sign:

Name: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

Is the sign owner the property owner _____ or tenant/occupant? _____

Planned Use: Days of week _____ Times of day _____ Duration _____

Sign Dimensions: Height: _____ Width: _____ Total Area: _____

Construction Material: _____

Means of Anchoring (if any): _____

Width of existing sidewalk on which sign is to be placed: _____
 (**Note:** At least 3 ft. of sidewalk must remain clear.)

If in H-1 district, color(s) of sign: _____ (Include sample of colors)

Give sizes of all **other exterior signs** on the property:
Sign #1 _____ Sign #2 _____ Sign #3 _____ Sign #4 _____ Total _____

.....
FINAL APPROVAL:

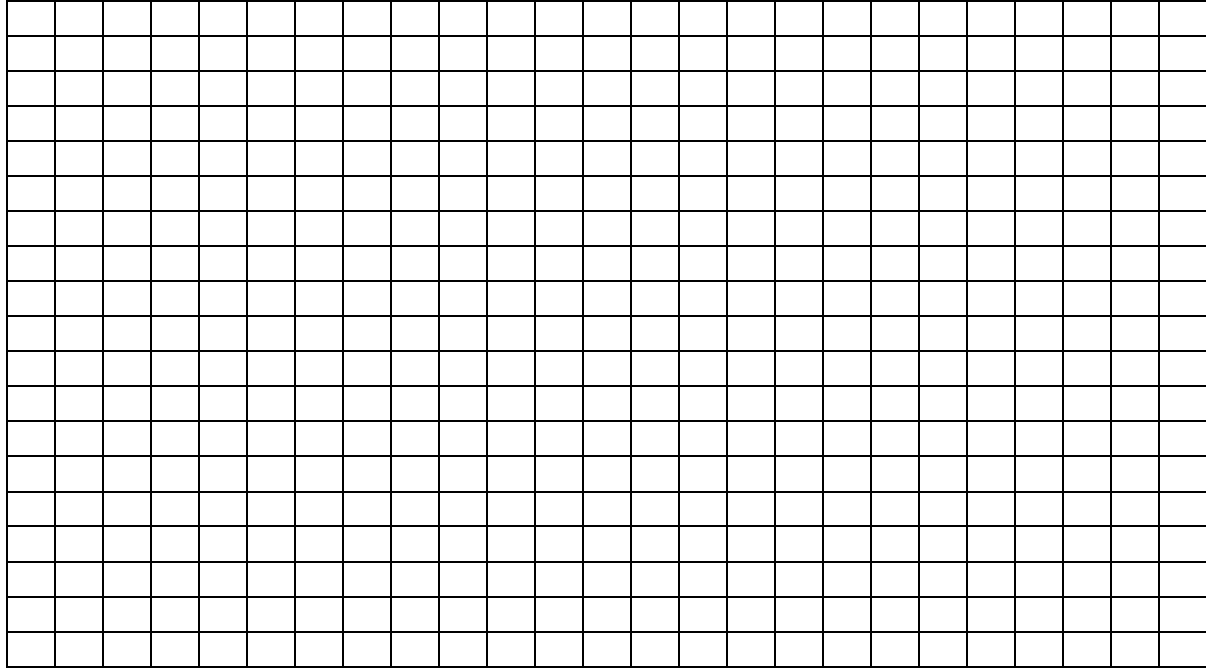
Director of Public Works

Date

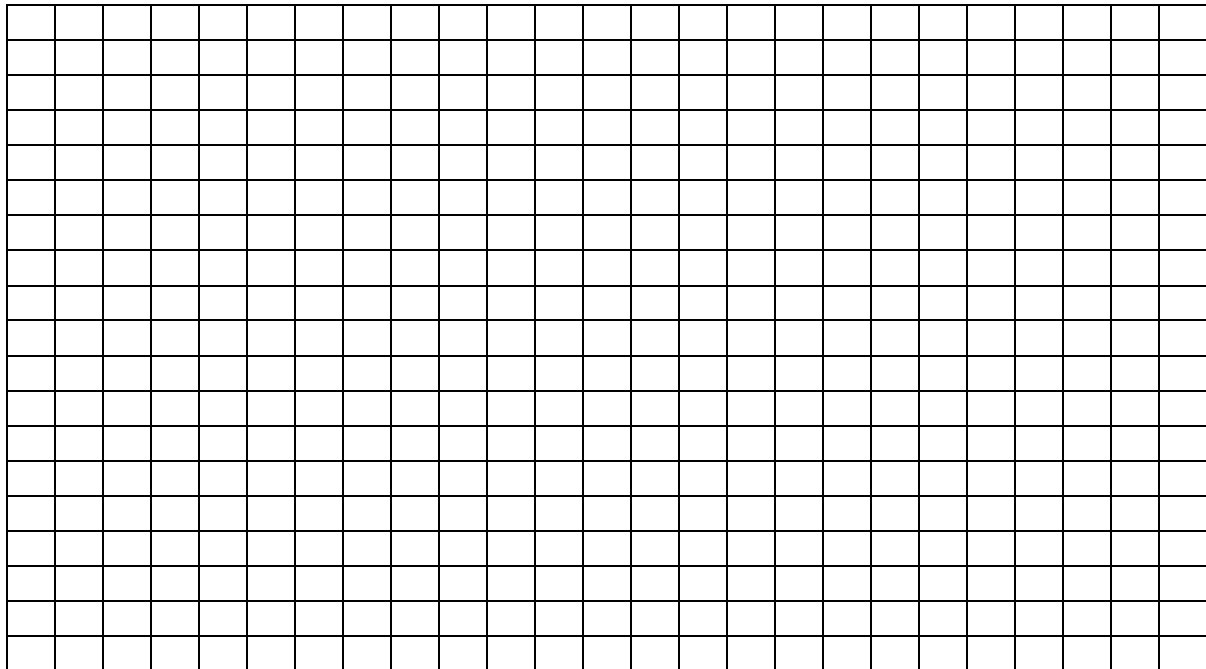
Sketch to scale the following on the grids below. If available, please attach a picture of the sign.

1. The sign structure, including height and width dimensions
2. Wording of permanent text
3. Proposed placement of sign on sidewalk or private property in relation to property lines, building walls, sidewalk edges, etc.

SKETCH OF SIGN AND TEXT



SKETCH OF LOCATION OF SIGN ON SITE



CONDITIONS AND AGREEMENT

By signing this application, the owner of the sign agrees to the following conditions:

1. **Use:** The owner of such sign will place and use the sign as described in this application, or as approved by the City of Roanoke.
2. **Maintenance:** The owner of the sign will maintain it in a good and safe state of repair and presentable appearance.
3. **Removal:** The owner of the sign will remove it from the public right-of-way without cost to the City of Roanoke at any time the City of Roanoke, in its sole discretion, determines that placement and use of the sign are not in accordance with the permit. In the event of failure of the owner to remove the sign as directed by the City of Roanoke, the owner hereby authorizes the City of Roanoke to do so at the owner's expense.
4. **Insurance:** The owner will acquire and maintain in effect a liability insurance policy, approved by The City's Risk Manager, which serves to insure The city of Roanoke, its officers, agents and employees against liability resulting from the placement and use of the sign by adding them as an additional insured under the policy. Such policy shall be issued by an insurance company authorized to do business in the Commonwealth of Virginia and shall provide a minimum liability of \$1,000,000 for bodily injury and property damage. A certificate of insurance confirming coverage shall be filed with the City's Risk Manager a minimum of 10 days before the placement and use of the sign.
5. **Hold Harmless:** The owner, its officers, agents, assigns, and successors in interest, of any sign to be placed on any sidewalk or in the public right-of-way hereby agrees that it shall indemnify and hold harmless the City of Roanoke and its officers, agents and employees from any and all claims, legal actions, and judgments advanced against the City of Roanoke and for any expense the City of Roanoke may incur in this regard, arising out of the encroachment permitted hereby.

Signed: _____
Owner of Sign

Date: _____

APPROVALS (City Use Only)

Approvals Required:

In H-1 Or H-2	Not H-1 Or H-2	Official	Signature of Approval	Date
X	X	Zoning Administ		
X	X	Building Official		
X	X	Risk Managemen Officer		
X		Secretary Architectural Review Board		
	X	Planning Departn		
X	X	Public Works Dir		