



## APPLICATION FOR A LANDMARK SIGN

City of Salem

Department of Community Development

Mary Ellen H. Wines, CZA CFM – Planning &

Zoning Administrator

Email: [mewines@salemva.gov](mailto:mewines@salemva.gov)

Telephone: 540-375-3032

1. Applicant(s):

\_\_\_\_\_

\_\_\_\_\_

2. Legal Owner(s) of property to be included in historic registry:

\_\_\_\_\_

\_\_\_\_\_

3. Location of Sign: physical location on the property: \_\_\_\_\_

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

Official Tax Map Number: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

4. Characteristics of Property:

Year erected: \_\_\_\_\_

Size (square feet): \_\_\_\_\_

Present advertisement: \_\_\_\_\_

Present building occupant: \_\_\_\_\_

Illumination type:  No illumination  External  Internal  Halo  Neon

5. For a sign to be considered a landmark sign, it must not advertise an existing business, service, or product, but is of significant civic, historic, architectural, or cultural interest to the community. The following must be submitted for review:

- Application.
- A written history of the sign, noting all physical changes or modifications, and a written account of the nature of the significance to the community.
- Photographs throughout the sign's history from different views.
- Plans, drawings, or specifications of the sign.
- Certified plat determining location and photos of the existing property on which the sign does/will reside.
- A maintenance plan as to how the sign will be maintained in its current form or a restoration plan to include maintenance to restore the sign to its original form.

6. Affidavit:

The undersigned person(s) certifies that this petition and the foregoing answers, statements, and other information herewith submitted are in all respects true and correct to the best of their knowledge and belief. Also, the petitioner understands that a "Notice of Zoning Request" sign will be posted on the property by the City.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Interest in Property: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Applicant Telephone Number: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Interest in Property: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Owner Telephone Number: \_\_\_\_\_