A-frame signs are permitted in the Downtown Zoning Districts and in the Colley Ave, 21st St, Riverview, and 35th Street Pedestrian Commercial Overlay Districts. In addition to the requirements specified in the zoning regulations the following guidelines must be followed:

**Type:** 2 sign faces permitted per sign

**Size:**
- **Width:** 24”-34” (within range)
- **Length:** 36”-48” (within range, to include frame, sign face and any vertical supports)
  - No more than 1/3 of the sign surface width can extend above the sign face.

**Graphics:** The sign shall not consist of more than 50% lettered area. 33% of the sign face shall contain a visual or non-word design.

**Location on the sidewalk:** The sign shall be positioned to allow 5 feet clear sidewalk area for pedestrians. (They must meet ADA standards.) The sign shall be placed within 18” from the curb OR adjacent to the corresponding building.

**Materials:** Exterior quality wood, metal, metal frame with corrugated plastic sign, or PVC with corrugated plastic sign (except as supplemented by material for changeable messages, see below). Changeable sign area must be screwed or bolted to the sign. The sign shall not contain any glare producing surfaces or blinking, florescent, neon lights.

**Finish:** Color should be in keeping with the colors for the business establishment.

**Construction and support:** The sign must be durable, sturdy, and stable and shall be weighted to withstand 40 mile per hour gusts of wind and rain.

The name of the establishment must be professionally lettered on each sign face in a color and style consistent with the establishment’s primary signage.

No more than ½ of each sign face may be reserved for changeable messages. The material for changeable messages may be chalk board or ‘wipe down’ board.

A-Frame signs shall only be permitted on the public sidewalk directly in front of the business. Only those businesses on the first floor of any building shall be eligible for an A-Frame sign.

There shall be only one A-Frame sign per business.
Handbills and or similar paper attachments shall not be affixed to permitted A-Frame signs.

A-Frame signs must be maintained in good condition or removed from the right-of-way immediately.
Contact Norfolk Department of Planning, City Hall Building 5th Floor; 664-4752

Pursuant to Sections 11-20, 4(f) (2), 11-21.3 (h) (3), and 16-5.5, 16-8.6 of the City of Norfolk Zoning Ordinance, this application shall be completed and submitted to the Department of City Planning and Codes Administration for review for compliance with regulations pertaining to the placement of “A” frame signs in the Downtown Districts and the Colley Avenue, 21st St. and Riverview Pedestrian Commercial Overlay Districts. A permit sticker issued shall be permanently affixed to the permitted sign.

Date______________________

Name of Business______________________________________________________________

Street Address of Business________________________________________________________________

Business Phone Number____________________________________________________________________

Name of Business Owner/Agent____________________________________________________________

Address of Business Owner/Agent________________________________________________________________

Proposed Sign Dimensions:   Height____________________________________

   Width____________________________________

Proposed Sign Material______________________________________________________________

ATTACH THE FOLLOWING:
• Sketch, Drawing, or Photo of the proposed A-Frame sign.

• Sketch (to scale or dimensioned) showing the location of the property line, building, width of sidewalk, and street edge or curb. Also show utility poles, tree planting, and other appurtenances located in the sidewalk. Show proposed location of the A-Frame sign and its relationship to the property line and curb. OR   A photograph from directly in front of the proposed A-frame sign location.

• Check or money order for $25.00 made payable to the Norfolk City Treasurer.

The undersigned declares that the attached guidelines have been read and are fully understood; that the information provided on and with this application is accurate in all respects; and that the permit sticker issued shall be permanently affixed to the permitted sign. Permits shall not be transferable.

Applicant Signature____________________________________________________________

(Rev.10/15)