



## Regulations for Placing Temporary Signs

Administrative Offices

116 North Main Street, P.O. Drawer 368, Farmville, Virginia 23901

Phone: 434-392-8465/Fax: 434-392-3160

Permission must be obtained from the Town of Farmville before placement of any temporary signs and you must call Miss Utility @ 811 before installing a temporary sign. Temporary signs shall be placed where they do not pose a hazard for pedestrians or block the view of vehicular traffic. Temporary signs shall be sufficiently secured where they would not be easily blown down onto the sidewalk and/or street by normal wind currents.

Signs cannot be placed on Town property including but not limited to streets and sidewalks. Town property generally includes the space between and including the street/sidewalk and light poles, fire hydrants and manholes. Signs are only allowed in Business Zones. No sign shall be placed in a Residential Zone. The applicant must obtain permission from the landowner for placement of a temporary sign on property not owned by the applicant.

*Section 29-1 of the Town Zoning Ordinance reads as follows:*

**Section 29-1 Definitions.**

Sign means any display of any letters, words, numerals, figures, devices, emblems, pictures or any parts or combinations thereof by any means whereby the same are made visible for the purpose of marking anything known, whether such display be made on, attached to, or as a part of a structure, surface or any other natural object, which display is visible beyond the boundaries of the parcel of land on which the same is made.

*Section 29-34 of the Town Zoning Ordinance reads as follows:*

**Sec. 29-34. Temporary signs.**

Temporary directional or informational signs not over six (6) square feet in area; provided, that the activity which the sign promotes is one (1) permitted under the use regulations applicable to the district where the sign is located. Signs for temporary events, sales or special promotions may be erected not more than one (1) month before the event or activity and shall be removed within one (1) week of its conclusion. In no case shall any such temporary sign be displayed for a period longer than two (2) months in any calendar year. There shall be no more than two (2) such temporary signs per establishment at any time.

*Section 3-1 of the Advertising Ordinance reads as follows:*

**Sec. 3-1 – Posting Advertisements, etc.**

It shall be unlawful for any person to paste, write, print, stamp, nail or affix to any building, erection, fence, tree, lamppost, sidewalk, telephone, telegraph or other pole or to any other improvement any poster, showbill, handbill or other printed notice or sign without a permit from the town manager.

### **Request for placing a temporary sign**

Name and Organization/Business: \_\_\_\_\_

Phone Number: \_\_\_\_\_

What event will the sign/s promote: \_\_\_\_\_

Dates the sign/s will be posted and removed?: \_\_\_\_\_

Message of temporary sign/s: \_\_\_\_\_

Dimensions of temporary sign/s: \_\_\_\_\_

Location/s of temporary sign/s (please attach a sketch of sign location/s): \_\_\_\_\_

I understand this permit does not give permission to place a sign on private property and that Town may remove any non-compliant temporary signs. Keep a copy of this permit for your records.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Signature

Approved  
 Not Approved

\_\_\_\_\_  
Date