

REGIONAL BUSINESS DISTRICT CITY OF NEWPORT NEWS VIRGINIA SIGN REVIEW APPLICATION

Purpose and Intent

All applications must conform to the mandatory design criteria of the Regional Business District Development Manual and the zoning requirements of the Regional Business District (RBD) found in Sections 45-2201-45-2214 of the City of Newport News Zoning Ordinance. The RBD allows for mixed use development consistent with the regulations.

Review Committee

The RBD Review Committee includes the City Manager, Director of Planning, Executive Director of the Redevelopment and Housing Authority, a member of the Planning Commission, a member of the Newport News Redevelopment and Housing Authority, and two (2) citizens.

Although most sign applications can be administratively approved if the proposed sign has an impact on the site or the character of the building it might require review by the full committee.

Process

- A. Obtain application and procedure requirements from Senior Planner/Urban Designer (Department of Planning.)Phone (757)926-8761
- B. Discuss submission requirements and review process with Senior Planner/Urban Designer.
- C. Complete and submit all documentation for review and approval.
- D. Final RBD approval must be granted before a sign permit approval is granted.
- E. Application for any required encroachments, buffer reductions or other variances shall be made.
- F. Any changes must be submitted for review and approval.

**REGIONAL BUSINESS DISTRICT
SIGN DESIGN APPLICATION**

Tax verification Date Filed Application #

Property Owner: _____

Name and Location of the Project: _____

Present Use: _____

Existing Sign: _____ Dimensions: _____

Re-facing: _____

Wall Painted: _____

New Sign: _____ Dimensions: _____

Total Wall Area: _____

Required Materials:	
Site Plan With Sign(s) Location	Elevations With Sign(s)
Sign Design	Material Samples
Colors	

Contact Person Representing Application Name: _____ EMAIL: _____ Telephone: _____	Signature Property Owner(s): Name: _____ _____ Date: _____ EMAIL: _____ Telephone: _____
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