

TOWN OF LURAY

NEW BUSINESS LICENSE CHECKLIST

- _____ Complete the top portion of the business license application. Leave the "gross receipts" portion blank. Sign and date at the bottom.

- _____ Write a brief description on the back of the application describing your business.

- _____ Complete the form for Page County Building Department Information. **Take this form to the Page County Building & Zoning Office at 101 South Court Street.** This form will need to be approved by the Page County Building Official and returned to us along with your business license application.

- _____ Complete the sign permit application for any new signs or changes to existing signs.

- _____ If a sign application is required, you will also need to complete the zoning permit application. Basically, you will be transferring information from your sign permit application onto the zoning permit form.

- _____ Bring all completed and signed forms back to the Luray Town Office for review.

TOWN OF LURAY BUSINESS LICENSE APPLICATION

POST OFFICE BOX 629
LURAY, VIRGINIA 22835
540-743-5511 OR FAX 540-743-1486

BUSINESS NAME _____

OWNER/MANAGER _____

BUSINESS LOCATION _____

MAILING ADDRESS _____

TELEPHONE _____

TELEPHONE _____

SOCIAL SECURITY # _____

FEDERAL ID# _____

FAX # _____

SALES TAX # _____

ALL BUSINESSES MUST STATE THEIR PREVIOUS YEAR'S VOLUME OF GROSS RECEIPTS LESS SALES TAX. THE INFORMATION FURNISHED BY YOU UPON THIS FORM IS THE BASIS USED IN ASSESSING YOUR BUSINESS LICENSE IN THE TOWN OF LURAY.

...REPORT GROSS RECEIPTS BELOW...

THE TREASURER'S OFFICE WILL FIGURE YOUR LICENCE AMOUNT

| DESCRIPTION | GROSS RECEIPTS |
|--|----------------|
| RETAIL MERCHANT | |
| WHOLESALE MERCHANT | |
| PROFESSIONAL | |
| BUSINESS, PERSONAL, REPAIR SERVICE | |
| DESCRIPTION _____ | |
| CONTRACTOR (BUSINESS WITHIN TOWN LIMITS) | |
| CONTRACTOR (OUTSIDE TOWN LIMITS) | |
| (only report receipts made within Town of Luray) | |
| FINANCIAL SERVICES | |
| GASOLINE AND FUEL OIL DEALERS | |
| ITINERANT MERCHANT OR PEDDLAR | |
| (\$500.00 per year) | |
| REAL ESTATE BROKER, APPRAISER, SALESMAN | |
| DIRECT SELLER | |
| TELEPHONE/TELEGRAPH | |
| OTHER BUSINESS OR SERVICE | |
| BEER AND WINE OFF PREMISES (\$50.00 per year) | |
| BEER AND WINE ON PREMISES (\$50.00 per year) | |
| ALCOHOLIC BEVERAGES (\$200.00 per year) | |
| VENDING MACHINES (# OF MACHINES _____) | |
| TOBACCO (\$20.00 per year) | |

I HEREBY SWEAR OR AFFIRM THAT THE ABOVE INFORMATION AS TO GROSS RECEIPTS, SALES, COMMISSIONS, PURCHASES AND CONTRACTS IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature of Applicant

Date

THIS FORM MUST BE COMPLETED AND LICENSE PURCHASED BY MARCH 1ST.

10% PENALTY ADDED IF LICENSE IS NOT PAID BY MARCH 1ST.

10% INTEREST PER ANNUM OR .83% PER MONTH

ZONING DISTRICT _____ ZONING ADMINISTRATOR APPROVAL _____

**Page County Building Department Information
Required for the Town of Luray Business License**

Date: _____ Tax Map #: _____ SS/ID # _____

Applicant:

Owner of Property:(if different)

Name: _____

Name: _____

Address: _____

Address: _____

Telephone #: _____

Telephone #: _____

Name of Proposed Business: _____

Type of Business: _____

Check Only One:

In Home Occupation: _____

Stand Alone Business: _____

New Construction: Yes _____ No _____ ; Current Use of Property: _____

Will this Business be open to the public: Yes _____ No _____

Number of Employees: _____ Number of Patrons per Day: _____

Public Water and Sewer available: Yes _____ No _____

Page County E 911 Address of Proposed Business: _____

Signature of Applicant/Owner: _____ Date: _____

Page County Building Official: Approved: _____ Denied: _____

Date: _____

Page County Building Official

Note: Effective October 12, 2005, this form must be completed by the applicant/owner and delivered to the Page County Depart of Inspections for approval. Prior to issuance of a Business License by the Town of Luray, approval must be received from the Department of Inspections.

Sign Permit Application

Town of Luray, Virginia

Name: _____ Telephone: _____

Address: _____

Sign Erector: _____ Telephone: _____

Address of Sign Location: _____

Zoning District: _____ Number of Signs Proposed: _____

Type of Sign – Check sign types and provide the requested information

| | | |
|--|---|--|
| <input type="checkbox"/> Pole Sign Total Height: _____ Lot Frontage: _____ Size of Sign: _____ | <input type="checkbox"/> Wall Mounted Sign Building Width: _____ Size of Sign: _____ | <input type="checkbox"/> Monument Sign Total Height: _____ Lot Frontage: _____ Size of Sign: _____ |
| <input type="checkbox"/> Projections Sign Lot Frontage: _____ Size of Sign: _____ | <input type="checkbox"/> Other Sign Type Details: _____ | |

Please Note the Following:

Allowable dimension/size standards for each sign category are listed on the back of this form.

Wall and Monument signs may apply for a size increase provided certain criteria are followed. Please review the back of this form for additional details.

Please submit a sketch of the proposed sign(s) roughly showing the location and dimensions of the subject sign(s).

Consult the Page County Building Inspector's Office to determine whether or not a building permit is required for your sign.

Signature of Sign Owner: _____ Date _____

| | | |
|-------------------------------------|-----------------------------------|-----------------------|
| For Office Use Only | | |
| Permit Fees _____ | Temporary Sign _____ | All Other Signs _____ |
| Approved _____ | (Zoning Administrator) Date _____ | |
| Special Restrictions/Comments _____ | | |

Pole Sign – Development Standards

1. *Lot frontage and size requirements.* Pole signs up to a maximum allowable size of **32 square feet** shall be permitted on lots with 100 feet or more of lot width. Where a lot has less than 100 feet of width, a pole sign shall not exceed **25 square feet in size.**
2. *Minimum clearance.* Where a ground mounted sign is located within 25 feet of an intersecting developed street, or town-maintained alley, a minimum ten-foot clearance from the ground to the bottom of the sign shall be provided.
3. *Maximum height.* 15 feet or the height of the principal structure, whichever is less.
4. *Foundation Requirements.* The foundation of a pole sign shall be constructed of an approved wood, masonry, or other appropriate materials. The foundation shall be a minimum of 2 feet in height, and be included in overall pole sign height calculation.

Wall signs--Development standards

1. *Maximum height of wall signs:* Twenty (20) feet, or the lowest point of the roof, whichever is lowest.
2. *Limit on projections:* 12 inches.
3. *Permanent window signs--Additional restrictions:* Permanent window signs shall be limited in area to 25 percent of the window area or 25 square feet, whichever is less, and shall be included in the sign area calculations.
4. *Maximum Size.* One (1) square foot per linear foot of building width on the side which the sign is to be attached, up to a maximum of **twenty-five (25) square feet** on any building elevation, except as provided in article five (size increase) of this section. Artistic murals containing business or product advertising may exceed twenty-five (25) square feet provided consent is obtained from the Town Council.
5. *Size Increase.* Wall mounted signs adhering to the standards enumerated in this section may be allowed a size increase of one (1) square foot per linear foot of building width on the side which the sign is to be attached, up to a maximum of 56 square feet. Request for size increases shall be submitted to the Town's Zoning Administrator to be reviewed and approved by the Town's Planning Commission; such requests shall be made seven (7) calendar days prior to the next regularly scheduled Planning Commission meeting and be accompanied with a brief narrative and a visual rendering. To be awarded the size increase, the following design criteria should be incorporated into the sign design:

- a) Refrain from the use of bright or neon colors, except when used as accent colors.
- b) Applicants are encouraged to adopt design and color schemes similar to Luray's existing way-finding signs, but size increase approval is not contingent upon adherence to way-finding standards. Applicants are encouraged to construct signs of visually pleasing materials/colors and demonstrate the aesthetic contribution the subject sign(s) will make to the site in which it is to be located.
- c) All supporting devices and braces shall contribute aesthetically to the subject sign.

Monument Sign – Development Standards

1. *Lot frontage and size requirements:* Monument signs up to a maximum allowable size of **25 square feet** shall be permitted on lots with 100 feet or more of lot width. Where a lot has less than 100 feet of width, a pole sign shall not exceed **16 square feet in size.**
2. *Minimum clearance:* Where a monument sign is located within 25 feet of an intersecting developed street, or town maintained right-of-way, a minimum ten-foot buffer from the edge of the right-of-way shall be maintained so not to interfere with pedestrian or vehicular line-of-sight.
3. *Maximum height.* 6 feet; foundation shall not be included in height calculation
4. *Size Increase.* Monument signs adhering to the standards enumerated in this section may be allowed a size increase. For lots with one-hundred (100) feet or more of lot width, on the side which the sign is to be located, the sign may contain up to a maximum of thirty-six (36) square feet. On lots with less than a hundred (100) feet of lot width, on the side which the sign is to be located, the sign may contain up to a maximum of twenty-five (25) square feet. Request for size increases shall be submitted to the Town's Zoning Administrator to be reviewed and approved by the Town's Planning Commission; such request shall be made seven (7) calendar days prior to the next regularly scheduled Planning Commission meeting and be accompanied with a brief narrative and a visual rendering. To be awarded the size increase, the following design criteria should be incorporated into the sign design:
 - a) Refrain from the use of bright or neon colors, except when used as accent colors.
 - b) Applicants are encouraged to adopt design and color schemes similar to Luray's existing way-finding signs, but size increase approval is not contingent upon adherence to way-finding standards. Applicants are encouraged to construct signs of visually pleasing materials/colors and demonstrate the aesthetic contribution the subject sign(s) will make to the site in which it is to be located.
 - c) All supporting devices and braces shall contribute aesthetically to the subject sign.
- 5) The foundation of monument sign shall be constructed of wood, masonry, or other appropriate materials. The foundation shall be a minimum of 2 feet in height, and not exceed 3 feet in height.

Projecting sign--Development standards.

1. *Frontage requirements:* 18 feet of ground level frontage.
2. *Angle of projection:* 90 degrees.
3. *Limit on projection:* Six feet.
4. *Projection over right-of-way:* No sign outside the Business District shall project over the public right-of-way.
5. *Minimum clearance:* Nine feet.
6. *Maximum height:* 14 feet, or the lowest point of the roof, whichever is lowest.



Town of Luray Zoning Permit

| |
|---|
| Zone Permit Number: <input type="text"/> |
| Certif. of Occup. <input type="text"/> |

Date: _____

Zoning Permit must be issued before starting construction. Application for a Zoning Permit may be made to the Administrator.

Application is hereby made for a Zoning Permit in accordance with the description and the purpose hereinafter set forth. This application is made subject to all local and State laws and ordinances which are hereby agreed to by the undersigned and which shall be deemed a condition entering into the exercise of this permit.

Name of Owner: _____ Address: _____

Name of Contractor/Builder: _____

Address of Contractor/Builder: _____

Name of Architect/Draftsperson: _____

Certified State Contractors No.: _____

Nature of Alterations/Repairs: _____

Property's Postal Address: _____

Location: N/S/E/W _____ Side of _____ Street between _____
and _____.

Size of tract: _____ Zoning District: _____ Page County Tax Map: _____

Estimated Value of Total Improvements: \$ _____

If purchased within the last two years, previous owner: _____

I hereby certify that on January 1 of this year, the land described was listed in the name of:

A plot plan: is attached _____ or is sketched on the back of this application _____

Construction Plans: are included _____ or are not included _____

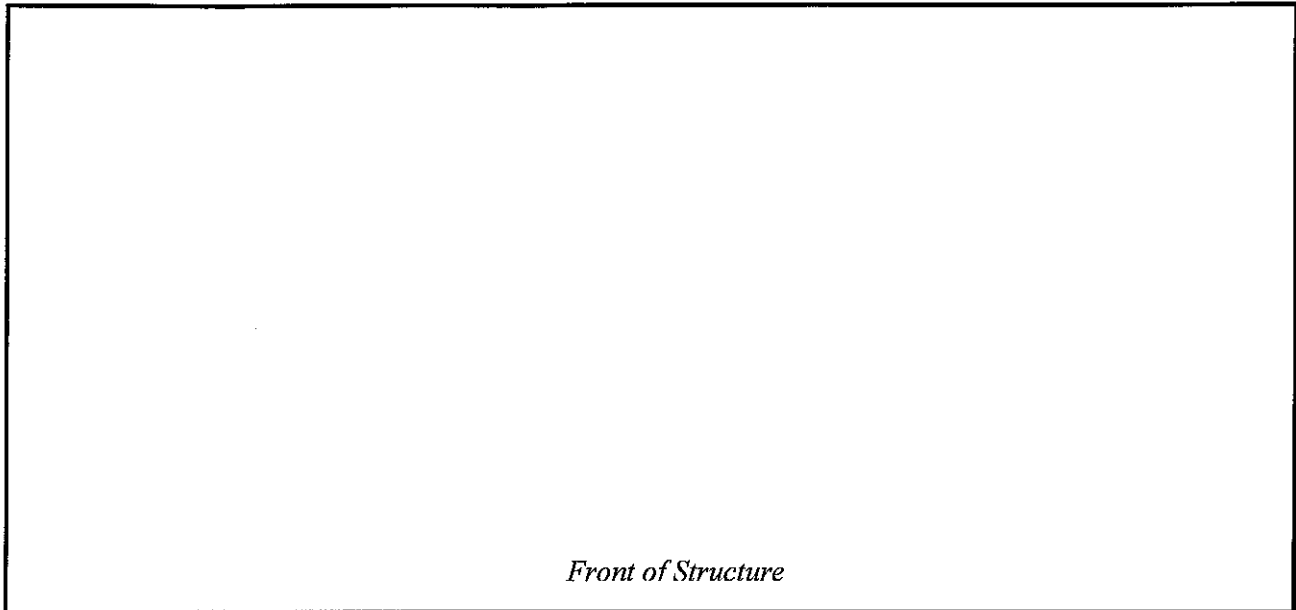
Estimated Date of Completion: _____

I hereby certify that I have the authority to make the foregoing application, that the information is correct and that the construction will conform to all relevant Building Code requirements, and private building restrictions, if any, which may be imposed upon the above property by deed.

Signature of owner or authorized agent: _____

Address: _____ Phone Number: _____

Building Dimensions



Front of Structure

Name of Street parallel with the front of the structure: _____

Beginning July 1, 2006: Before a Certificate of Occupancy is issued for a new home construction, a foundation survey or house location survey must be provided to the Town of Luray. _____ (Initial)

I am aware that the height of an accessory building/structure can not exceed that of the main building. _____ (Initial)

Sketch all buildings on lot showing all measurements to property lines. Sketch must be a simulated aerial view of the lot and structure. Do not draw details of structure such as windows and doors.

I, or we, hereby covenant to restore any and all damages to sidewalks, streets, alleys, sewers, gas mains, water mains, and electrical installations which may result.

OWNER: _____

BUILDER: _____

| | | |
|-----------------------|-------------|-----------------------------|
| Zoning Permit: | | |
| Approval | Date: _____ | Authorized Signature: _____ |
| Disapproved | Date: _____ | Authorized Signature: _____ |