



Department of Community Development  
777 Lynn Street  
Herndon, Virginia 20170-4602

**HERITAGE PRESERVATION REVIEW BOARD**  
**APPLICATION FOR A FREESTANDING SIGN PERMIT**

The undersigned hereby applies for a Certificate of Appropriateness for a Freestanding Sign Permit located in the Heritage Preservation Overlay District under the provisions of Article XIV of the Zoning Ordinance. The undersigned certifies that all information in this application is true and correct and that the requirements of this application have been read and are understood. The undersigned also understands that staff recommends that he or a duly appointed representative attend the public hearing. Submittal of this form with **original signatures is required**. **PLEASE PRINT OR TYPE** (Unless otherwise indicated.)

**Subject Property Information**

Address of Subject Property: \_\_\_\_\_

Brief Description of Proposal: \_\_\_\_\_

Name of Business Establishment  
Associated with this Application: \_\_\_\_\_

Building/Development Name: \_\_\_\_\_

Lot area (site area): \_\_\_\_\_

Type of Use (please specify whether  
commercial, industrial, office,  
residential, or other): \_\_\_\_\_

Related Applications or Plans (i.e.  
Site Plan, Plan Revision, SE, BZA)  
and Date of Approval (if applicable): \_\_\_\_\_

**Applicant Information**

Name and Title of Property Owner: \_\_\_\_\_

Mailing Address of Property Owner: \_\_\_\_\_

Telephone Number(s) where Property  
Owner may be reached: \_\_\_\_\_

Fax number of Property Owner: \_\_\_\_\_

E-mail address of Property Owner: \_\_\_\_\_

**Signature of Property Owner  
(Applicant):**

(Original Signature Required)

HERITAGE PRESERVATION REVIEW BOARD

FREESTANDING SIGN PERMIT APPLICATION - continued

Agent or Representative Information (If different than above)

Name and Title of Agent or Representative: \_\_\_\_\_

Mailing Address of Agent or Representative: \_\_\_\_\_

Telephone Number(s) where Agent or Representative may be reached: \_\_\_\_\_

Fax number of Agent or Representative: \_\_\_\_\_

E-mail of Agent or Representative: \_\_\_\_\_

Signature of Agent or Representative:

(Original Signature Required) \_\_\_\_\_

Tenant Information (if applicable)

Name and Title of Tenant: \_\_\_\_\_

Mailing Address of Tenant: \_\_\_\_\_

Telephone Number(s) where Tenant may be reached: \_\_\_\_\_

Fax number of Tenant: \_\_\_\_\_

E-mail of Tenant: \_\_\_\_\_

Signature of Tenant:

(Original Signature Required) \_\_\_\_\_

For Office Use Only:

Application Received by:	Date:
Fee Paid:	Case No:
Public Hearing Date:	Action:
Tax Map Reference Number:	Zoning District:
Status of Taxes: <input type="checkbox"/> Paid <input type="checkbox"/> Delinquent	

**HERITAGE PRESERVATION REVIEW BOARD**  
**FREESTANDING SIGN PERMIT APPLICATION - continued**

**APPLICATION REQUIREMENTS**

**Item**

- 1** One (1) letter describing the proposed sign and a list of all materials submitted, including but not limited to photographs, building material samples and displays.
- 2** One (1) completed application form with all required signatures, including the signature of the property owner on which the sign will be located.
- 3** Application fee payable by either check, cash or credit card.
- 4** Eight (8) sets of labeled color photographs of the proposed sign location, the nearest structures and nearest public streets. The placement of the proposed sign must be indicated on the photographs.
- 5** Eight (8) drawings 11"x17" of the sign location detail. Drawings must indicate the following items:  
(a) footprint of the building,  
(b) adjacent parking area,  
(c) nearby vehicle entrances,  
(d) public and private sidewalks,  
(e) side property lines,  
(f) proposed location of the sign,  
(g) proposed location of any external illumination, and  
(h) a landscape plan for the base of the sign.
- All drawings must be to scale and scale must be indicated.
- 6** Eight (8) copies 11"x17" of a detailed color drawing of the proposed sign. The drawing must indicate the following items:  
(a) accurate colors,  
(b) method of illumination,  
(c) structural details of the sign and base and  
(d) dimensions of the face, all letters, logos, line spacing, etc.
- All drawings must be to scale and scale must be indicated. See [User's Guide to the Herndon Zoning Ordinance #3. Signs](#) for a description of the method used for calculating sign area.
- 7** Samples of all materials and colors proposed for the sign. These samples should include the base and the face material of the proposed sign. Samples are not to exceed one square foot.
- 8** One (1) electronic copy of the above information. Thumb drives are not accepted.

**Note:** If a new sign face is being installed into an existing frame or cabinet, or if a new sign cabinet or box is being installed into an existing base, all materials listed above are still required.