



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

HERITAGE PRESERVATION REVIEW BOARD

APPLICATION FOR A MASTER SIGN PLAN PERMIT

The undersigned hereby applies for a Certificate of Appropriateness for a Master Sign Plan 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)

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**Agent or Representative  
Information** (If different than above)

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**HERITAGE PRESERVATION REVIEW BOARD**  
**MASTER SIGN PLAN PERMIT APPLICATION – CONTINUED**

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

MASTER SIGN PLAN PERMIT APPLICATION – CONTINUED

APPLICATION REQUIREMENTS

**Item**

- 1 One (1) letter describing the proposed master sign plan 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 or signs will be located.
- 3 Application fee payable by either check, cash or credit card.
- 4 Six (6) sets of labeled color photographs of the entire store front, tenant front and building on which the signs will be placed (all existing signs on the building should be shown.) The placement of the proposed signs must be indicated on the photographs.
- 5 Eight (8) copies 11”x17” of a color drawing of the entire store front, tenant front or building façade that identifies the location of the signs. The drawing and copies should indicate the length of the store front, tenant front or building wall on which the signs are to be placed. All drawings must be to scale and scale must be indicated. If window signs are to be included, the dimensions of the window or windows should be indicated in addition to the information above.
- 6 Eight (8) copies 11”x17” of a detailed color drawing of the proposed signs. The drawing must indicate the following items:
  - (a) accurate colors and fonts
  - (b) method of illumination,
  - (c) structural details of sign,
  - (d) dimensions of all letters, logos, line spacing, etc. and
  - (e) method of attachment to the structure.

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 Eight (8) copies 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, and
  - (f) proposed location of the sign.

All drawings must be to scale and scale must be indicated.
- 8 Samples of all exterior materials and colors proposed for the sign or signs. Samples are not to exceed one square foot.
- 9 One (1) electronic copy of the above information. Thumb drives are not accepted.

**Note:** If the sign or signs are presently erected or if a new sign face is being installed into an existing frame or housing, all materials listed above are still required.