



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

ARCHITECTURAL REVIEW BOARD

APPLICATION FOR A FREESTANDING SIGN PERMIT

The undersigned hereby applies for a Freestanding Sign Permit 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 the applicant or a duly appointed representative must be present at 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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FREESTANDING SIGN PERMIT - 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	

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FREESTANDING SIGN PERMIT - continued

APPLICATION REQUIREMENTS

Item

- 1 One (1) letter describing the proposed sign and a list of all materials submitted.
- 2 One (1) completed application form with all required signatures, including the signature of the subject property's owner.
- 3 Application fee payable by either check, cash or credit card.
- 4 Six (6) 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 Six (6) color 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,
 - (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 Six (6) color copies of a detailed color drawing 11"x17" of the proposed sign or signs. Drawings 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 exterior materials and colors proposed for the 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.