March 2008

TOWN OF HERNDON

Department of Community Development, P. O. Box 427, Herndon, Virginia 20172-0427

ARCHITECTURAL REVIEW BOARD

APPLICATION FOR A FREESTANDING SIGN PERMIT

The undersigned hereby applies for a Freestanding Sign Permit under the provisions of § 58-76 of the Herndon Town Code. 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. No faxes or stamps.)

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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. No faxes or stamps.)

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. No faxes or stamps.)

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: ☐ Paid ☐ 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 or cash. Credit cards are not accepted.
4	Labeled 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) copies 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) copies of a detailed color drawing 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 sign location detail, drawings and photographs (if digital).

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.