March 2008

TOWN OF HERNDON

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

ARCHITECTURAL REVIEW BOARD

APPLICATION FOR A MASTER SIGN PLAN PERMIT

The undersigned hereby applies for a Master Sign Plan Permit located within an architectural control district under the provisions of § 78-202.7(d) 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 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. No faxes or stamps.)

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	

ARCHITECTURAL 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.
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 or cash. Credit cards are not accepted.
4	Labeled photographs of the entire store front or 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	Six (6) copies of drawings of the entire store front, tenant front or building façade that identify the location of the sign or signs. The drawing and copies should indicate the length of the store front, tenant front or building wall on which the sign or signs are to be placed. All drawings must be to scale and scale must be indicated. For window signs, the dimensions of the window or windows should be indicated in addition to the information above.
6	Six (6) copies of a detailed color drawing of the proposed sign or signs. The drawing must indicate the following items: (a) accurate colors, (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	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, 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 sign location detail, drawings and photographs (if digital).

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.