March 2008

TOWN OF HERNDON

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

ADMINISTRATIVE SIGN APPROVAL - TEMPORARY SIGN PERMIT NOT ASSOCIATED WITH A TEMPORARY USE PERMIT

The undersigned hereby applies for a Temporary Sign Permit under the provisions of § 78-202.7(g) 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.

Submittal of this form with original signatures is **required.** ***PLEASE PRINT OR TYPE****(Unless otherwise indicated.)*

Subject Property Information

Address of Subject Property: _____

Name of Business Establishment Associated with this Application: _____

Building/Development Name: _____

Type of Use (please specify whether commercial, industrial, office, or other): _____

Placement of Sign
(All 4 corners of the sign must be secured. No sign shall be permitted that creates a sight distance problem.) _____

Sign Message Content: _____

Construction Materials of Sign: _____

Length and Width of Sign
(Not to exceed 24 square feet): _____

Dates Sign will be Displayed
(Not to exceed 45 consecutive days): _____

Applicant Information

Name and Title: _____

Mailing Address: _____

Telephone Number(s): _____

Fax Number: _____

E-mail Address: _____

Applicant Signature:
(Original Signature Required - No faxes or stamps): _____

Property Owner Information

Name and Title: _____

Company Name: _____

Mailing Address: _____

Telephone Number(s): _____

Fax Number: _____

E-mail Address: _____

Signature of Property Owner:
(Original Signature Required - No faxes or stamps): _____

APPLICATION REQUIREMENTS

Item

1 One (1) completed application form with all required signatures.

2 One (1) drawing of the proposed temporary sign. The drawing must indicate the following items: (a) all message content to include text, logos and graphics, (b) accurate colors, (c) construction details of sign, (d) dimensions and (e) location of the sign placement. See User's Guide to the Herndon Zoning Ordinance #3. *Signs* for a description of the method used for calculating sign area.

3a One (1) sketch plan, if the sign is not attached to the building, showing the location of the sign on the property and including all vehicle entrances and exits. Include a description of the proposed support system.

OR

3b One (1) sketch of the façade of the building showing the location of the sign on the building.

Note: Temporary signs are permitted for special events, grand openings or other significant temporary, nonrecurring incidents or activities not including sales and other common merchandising events.

Temporary signs shall not exceed an area of 24 square feet and shall not be displayed for a period exceeding 45 consecutive days.

Temporary signs that create a sight distance violation are not allowed.

ADMINISTRATIVE SIGN APPROVAL - TEMPORARY SIGN PERMIT

***NOT* ASSOCIATED WITH A TEMPORARY USE PERMIT - continued**

For Community Development Office Use Only:

Application Received by:	Date:
Case No:	Zoning District:
Tax Map Reference Number:	
Status of Taxes: ☐ Paid ☐ Delinquent	
Action:	Date:
Signature:	
Notes:_____	