

Sign License

Instructions: Complete this form and submit to community.development@herndon-va.gov. Typed signatures will be accepted. Consult the Sign License Process Guide for more info on the review process.

Property Address:

Name of Business:

Sign Description, to include number, type, location and dimensions:

Temporary Sign

Permanent Sign

Applicant Name:

Applicant Information:

Email/Phone:

Mailing Address:

Property Owner Name:

Property Owner Information:

Email/Phone:

Mailing Address:

Applicant Signature:

Date:

Property Owner Signature:

Date:

Please include the following with your completed and signed application:

- (1) Photographs of the existing elevation on which the sign will be installed.
- (2) Scaled drawings of the proposed sign that include:
 - a). All message content to include text, logos and graphics, with accurate colors.
 - b). Dimensions and location of sign placement, including the height from grade.
- (3) A document outlining the construction details of the sign that includes the type of materials and illumination used.

****Please note that additional items may be requested from staff following the submission of your application.**

For TOH-CD Office Use Only - Pre-Submission Review

Application Review: Exempt Administrative Approval Board Review (ARB/HDRB)

Date Reviewed: _____ Staff Name: _____ Incomplete Complete

For TOH-CD Office Use Only - Submission Review

Application Fee: No Fee \$75 \$150

Taxes Status: Paid Delinquent

Received By: _____ Date Received: _____

Sign Application Type: ARB Exempt ARB Review
 Temporary Sign License Permanent Sign License
 HDO Exempt HDO Administrative HDRB Review

Case #: _____ Tax Map Reference #: _____

Assigned To: _____ Date Assigned: _____

For TOH-CD Office Use Only – Review Decision for License

Decision: Approved Approved w/ Conditions Denied

Conditions (if
Applicable): _____

Date Reviewed: _____ Reviewer: _____

Reviewer Signature: _____