



**Department of Planning and Zoning**  
**Town of Vienna, Virginia**  
 127 Center Street South  
 Vienna, VA 22180  
 Phone: (703) 255-6341  
 Email: DPZ@viennava.gov

## Project Overview

#1847248

**Project Title:** 332 Maple Ave E\_Burke & Herbert Bank\_BAR Signs

**Jurisdiction:** Town of Vienna

**Application Type:** Board of Architectural Review: Signs

**State:** VA

**Workflow:** 1. Initial Review

**County:** Fairfax

## Project Contacts

### Contact Information: Applicant

Gary Brent  
 MG Permits LLC  
 19187 Foggy Bottom Rd.  
 Bluemont, VA 20135  
 P:410-507-0053  
[gary\\_brent@mgpermits.com](mailto:gary_brent@mgpermits.com)

### Contact Information: Owner

Jukie Howard  
 332 East Maple Avenue LLC  
 2109 Wakefield Ct.  
 Alexandria, VA 22307  
 P:7032208290  
[juliehowardmom@aol.com](mailto:juliehowardmom@aol.com)

**Indicate which of the following additional project contacts are to be included on project correspondences.:** None of the Above

## Project Address

**Project Address:** 332 MAPLE AVE E

**Suite:**

**Parcel (PIN): Address/Parcel**

- 332 MAPLE AVE E: 0382 07010006

**Town Limits: Address/Parcel**

- 332 MAPLE AVE E: IN TOWN OF VIENNA

**Current Zoning: Address/Parcel**

- 332 MAPLE AVE E: C-1A

## Project Description

### Project Description:

Install (1) replacement illuminated wall sign; Repaint existing canopies; Reface existing pylon sign; install (2) replacement non-illuminated directional signs; Install (3) vinyl window sign graphics; Install (1) replacement ATM surround

## Project Information

**Business/Development Name:** Burke & Herbert Bank

**Width of Building Frontage/Leased Area:** 39

**Total Allowable Building Sign Area:** 78

**BAR Agenda Item:**

**BAR Meeting Date:**

**Project File Number:** Unknown

## Project Information

**Total Number of Signs Proposed: 4**

**Sign Type A** (please provide all applicable details below)

**Proposed Sign Type:** Front Facade

**Description of Sign:**

illuminated channel letters attached to opaque metal backer panel

**Sign Area Width:** 6.67

**Sign Depth:** 4.5

**Window Width:**

**Awning Depth:**

**Height from Bottom to Sidewalk:**

**Illumination Type:** LED

**Kelvins:** 3000

**Scope of Work:** New

**Sign Area Height:** 5.33

**Total Sign Face Area:** 35.55

**Window Height:**

**Total Window Area:**

**Awning Width:**

**Total Structure Height:**

**Lumens:** 150

**Alternative Measurement:**

**Sign Type B** (please provide all applicable details below)

**Proposed Sign Type:** Monument

**Description of Sign:**

Reface existing pylon. Cutout routed letters with opaque metal backer panel

**Sign Area Width:** 7.33

**Sign Depth:** 10

**Window Width:**

**Awning Depth:**

**Height from Bottom to Sidewalk:**

**Illumination Type:** LED

**Kelvins:** 3000

**Scope of Work:** Reface

**Sign Area Height:** 4.22

**Total Sign Face Area:** 30.55

**Window Height:**

**Total Window Area:**

**Awning Width:**

**Total Structure Height:** 18

**Lumens:** 150

**Alternative Measurement:**

**Sign Type C** (please provide all applicable details below)

**Proposed Sign Type:** Directional

**Description of Sign:**

non-illuminated directional

**Sign Area Width:** 1.33

**Sign Depth:** 4

**Window Width:**

**Awning Depth:**

**Height from Bottom to Sidewalk:**

**Illumination Type:** None

**Kelvins:**

**Scope of Work:** New

**Sign Area Height:** 2

**Total Sign Face Area:** 2.66

**Window Height:**

**Total Window Area:**

**Awning Width:**

**Total Structure Height:** 2

**Lumens:**

**Alternative Measurement:**

**Sign Type D** (please provide all applicable details below)

**Proposed Sign Type:** Directional

**Description of Sign:**

non-illuminated directional

**Sign Area Width:** 1.33

**Scope of Work:** New

**Sign Area Height:** 2

**Total Sign Face Area:** 2.66

**Sign Depth:** 4

**Window Width:**

**Awning Depth:**

**Height from Bottom to Sidewalk:**

**Illumination Type:** None

**Kelvins:**

**Window Height:**

**Total Window Area:**

**Awning Width:**

**Total Structure Height:** 2

**Lumens:**

**Alternative Measurement:**



## Department of Planning and Zoning

Town of Vienna, Virginia

127 Center Street S

Vienna, Virginia 22180

Phone: 703-255-6341 | Email: DPZ@viennava.gov

Hours: Monday – Friday, 8:00 am - 4:30 pm

### APPLICANT AUTHORIZATION FORM

I hereby certify that I am the property owner or I have authority of the property owner to make this application, that the information is complete, and that if a permit or certificate is issued, the construction and/or use will conform to the zoning ordinance and other applicable laws and regulations including private building restrictions, if any, which relate to the property. This form must be submitted prior to issuance of any permit or certificate.

I understand that the permits or certificates obtained pursuant to this permit authorization form will be in my name. I accept full responsibility for the work performed.

Check one box below:

☐

I am the property owner

☒

I am an applicant who has the authority of the property owner

Description of permits or certificates being applied for:

Install replacement signs for Burke & Herbert

at the following address: 332 Maple Ave. East

Applicant Name (fill out if owner is not applicant): Gary Brent

Signature of Applicant: [Signature]

Date: 8/25/25

Property Owner's Name: 332 East Maple Avenue, LLC

Signature of Property Owner: [Signature]

W. M. Howard, managing Partner

Date: 8/22/25