



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

#1737199

Project Title: 820 Follin Ln SE_NFCU HQ Auditorium_BAR Sign **Jurisdiction:** Town of Vienna
Application Type: Board of Architectural Review: Signs **State:** VA
Workflow: 1. Initial Review **County:** Fairfax

Project Contacts

Contact Information: Applicant

Evan Burch
 ASD|SKY
 3030 Clarendon Blvd, Suite 350
 Arlington, VA 22201
 P:(703) 343-0152
eburch@asdnet.com

Contact Information: Owner

Tim Markle
 Navy Federal Credit Union
 820 Follin Ln
 Vienna, VA 22180
 P:(703) 206-3984
Tim_Markle@navyfederal.org

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

Project Address

Project Address: 820 FOLLIN LN SE
Parcel (PIN): Address/Parcel
 • 820 FOLLIN LN SE: 0391 02 0007
Current Zoning: Address/Parcel
 • 820 FOLLIN LN SE: CMP

Suite: N/A
Town Limits: Address/Parcel
 • 820 FOLLIN LN SE: IN TOWN OF VIENNA

Project Description

Project Description:

This project consists of the following parts:

1. The demolition of the existing ATM structure and associated driveway.
2. The renovation of interior office space in the conference center portion of the HQ1 building
3. The addition of a new auditorium space located adjacent to the SE of the conference center. The auditorium addition will include a full basement for furniture storage, mechanical, and office space.
4. The auditorium is for NFCU employees only, outside organizations are not to use the space.

Project Information

Business/Development Name: NFCU

Width of Building Frontage/Leased Area: 1500

Total Allowable Building Sign Area: 2250

BAR Agenda Item:

See project #1736811 "820 Follin Lane SE, Vienna, VA 22180"
for Exterior Modification Application

BAR Meeting Date: 08/21/2025

Project File Number: N/A

Project Information

Total Number of Signs Proposed: 2

Sign Type A (please provide all applicable details below)

Proposed Sign Type: Front Facade

Scope of Work: New

Description of Sign:

Front-lit channel letters of sheet aluminum with opaque white acrylic lens. Cabinet color is white.

Sign Area Height: 9

Sign Area Width: 14

Total Sign Face Area: 121.1

Sign Depth: 4

Window Height:

Window Width:

Total Window Area:

Awning Depth:

Awning Width:

Height from Bottom to Sidewalk:

Total Structure Height:

Illumination Type: LED

Lumens: 32679

Kelvins: 3500

Alternative Measurement:

Sign Type B (please provide all applicable details below)

Proposed Sign Type: Site Signage

Scope of Work: New

Description of Sign:

3" x 12" front-lit channel letter signage finished front and sides to be mounted on a steel plate attached to the granite wall.

Sign Area Height: 1

Sign Area Width: 22

Total Sign Face Area: 17.9

Sign Depth:

Window Height:

Window Width:

Total Window Area:

Awning Depth:

Awning Width:

Height from Bottom to Sidewalk:

Total Structure Height:

Illumination Type: LED

Lumens: 5670

Kelvins: 3500

Alternative Measurement:

Sign Type C (please provide all applicable details below)

Proposed Sign Type:

Scope of Work:

Description of Sign:

Sign Area Height:

Sign Area Width:

Total Sign Face Area:

Sign Depth:

Window Height:

Window Width:

Total Window Area:

Awning Depth:

Awning Width:

Height from Bottom to Sidewalk:

Total Structure Height:

Illumination Type:

Lumens:

Kelvins:

Alternative Measurement:

Proposed Sign Type:	Scope of Work:
Description of Sign:	Sign Area Height:
Sign Area Width:	Total Sign Face Area:
Sign Depth:	Window Height:
Window Width:	Total Window Area:
Awning Depth:	Awning Width:
Height from Bottom to Sidewalk:	Total Structure Height:
Illumination Type:	Lumens:
Kelvins:	Alternative Measurement:



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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 (owner will still need to sign)

Description of permits or certificates being applied for:

Replacement of four existing generators with new, and replacement of existing electrical switchboard serving Phase 1 of the building with new.

at the following address: 820 Follin Lane SE, Vienna, VA 22180

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

Signature of Applicant: [Signature] Date: 30 Jan 2025

Property Owner's Name: Tim Markle

Signature of Property Owner: [Signature] Date: January 31, 2025