



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 **#1950803**

Project Title: 386 Maple Ave E_BAR Sign
Application Type: Board of Architectural Review: Signs
Workflow: 2. BAR Meeting

Jurisdiction: Town of Vienna
State: VA
County: Fairfax

Project Contacts

Contact Information: Applicant
Sabrina Sullivan

40989 Indigo Place
Leesburg, VA 20175



Contact Information: Owner

Jacqueline R Moton
Joseph & Jacqueline Moton
386 Maple Avenue East
Vienna, VA 22180



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

Project Address

Project Address: 386 MAPLE AVE E

Parcel (PIN): Address/Parcel

- 386 MAPLE AVE E: 0382 02 0026

Current Zoning: Address/Parcel

- 386 MAPLE AVE E: C-1A

Suite:

Town Limits: Address/Parcel

- 386 MAPLE AVE E: IN TOWN OF VIENNA

Project Description

Project Description:

We are using the existing sign and only updating the text on the bottom portion of the sign as well as adding LED lights. We are not changing the structure of the sign.

Project Information

Business/Development Name: 386 Maple Ave East Vienna, VA 22180

Width of Building Frontage/Leased Area: 35

Total Allowable Building Sign Area: 70

BAR Agenda Item:

Request approval of an updated sign for the business located at 386 Maple Ave E., Docket No. PF-1950803-BAR, in the AE, Avenue East zoning district; filed by Sabrina Sullivan, Project Contact.

Project Information

Total Number of Signs Proposed: 1

Sign Type A (please provide all applicable details below) 

Proposed Sign Type: The sign already exists
Description of Sign:
We are not changing the sign foundation or structure, we are updating text to the bottom of the sign.

Scope of Work: Alter
Sign Area Height: 5

Sign Area Width: 4
Sign Depth:
Window Width:
Awning Depth:
Height from Bottom to Sidewalk:
Illumination Type: LED
Kelvins: 3000

Total Sign Face Area: 20
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:
Description of Sign:
Sign Area Width:
Sign Depth:
Window Width:
Awning Depth:
Height from Bottom to Sidewalk:
Illumination Type:
Kelvins:

Scope of Work:
Sign Area Height:
Total Sign Face Area:
Window Height:
Total Window Area:
Awning Width:
Total Structure Height:
Lumens:
Alternative Measurement:

Sign Type C (please provide all applicable details below) 

Proposed Sign Type:
Description of Sign:
Sign Area Width:
Sign Depth:
Window Width:
Awning Depth:
Height from Bottom to Sidewalk:
Illumination Type:
Kelvins:

Scope of Work:
Sign Area Height:
Total Sign Face Area:
Window Height:
Total Window Area:
Awning Width:
Total Structure Height:
Lumens:
Alternative Measurement:

Sign Type D (please provide all applicable details below) 

Proposed Sign Type:
Description of Sign:
Sign Area Width:

Scope of Work:
Sign Area Height:
Total Sign Face Area:

Sign Depth:

Window Width:

Awning Depth:

Height from Bottom to Sidewalk:

Illumination Type:

Kelvins:

Window Height:

Total Window Area:

Awning Width:

Total Structure Height:

Lumens:

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:

We are updating the lights and text to the current sign outside 386 Maple Ave East. The lights are being updated to LED and the text on the bottom of the sign will be generic, so we don't have to update it every time a tenant changes.

at the following address: 386 Maple Ave East Vienna, VA 22180

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

Signature of Applicant: _____ Date: _____

Property Owner's Name: Joseph and Jacqueline Moton

Signature of Property Owner: *Jacqueline B. Moton* Date: 12/2/2025