



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 #1973466

Project Title: Mathews Law Signage
Application Type: Board of Architectural Review: Signs
Workflow: 1. Initial Review

Jurisdiction: Town of Vienna
State: VA
County: Fairfax

Project Contacts

Contact Information: Applicant

Lisa Mathews
Mathews Law, PLLC
374 Maple Ave E, Suite 300
Vienna, VA 22180

[Redacted]
[Redacted]

Contact Information: Owner

Lisa Mathews
Mathews Law, PLLC
374 Maple Ave E, Suite 300
Vienna, VA 22180

[Redacted]
[Redacted]

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

Project Address

Project Address: 374 MAPLE AVE E

Suite: 300

Parcel (PIN): Address/Parcel

- 374 MAPLE AVE E: 0382 02 0025

Town Limits: Address/Parcel

- 374 MAPLE AVE E: IN TOWN OF VIENNA

Current Zoning: Address/Parcel

- 374 MAPLE AVE E: C-1A

Project Description

Project Description:

We are adding a single sign reading Mathews Law Wills and Trusts to the existing freestanding sign structure at the United Bank building. The structure currently displays multiple tenant signs. The Mathews Law sign will be turquoise blue, matching the color of the Corcoran sign located on the same freestanding sign structure.

Project Information

Business/Development Name: Mathews Law, PLLC

Width of Building Frontage/Leased Area: 50

Total Allowable Building Sign Area: 50

BAR Agenda Item:

BAR Meeting Date: 03/19/2026

Project File Number: 0

Project Information

Total Number of Signs Proposed: 1

Sign Type A (please provide all applicable details below)



Proposed Sign Type: Inside a current freestanding sign

Description of Sign:

We are adding a Mathews Law Wills and Trusts to the freestanding United Bank sign.

Sign Area Width: 50

Sign Depth:

Window Width:

Awning Depth:

Height from Bottom to Sidewalk:

Illumination Type: None

Kelvins:

Scope of Work: New

Sign Area Height: 50

Total Sign Face Area: 50

Window Height:

Total Window Area:

Awning Width:

Total Structure Height:

Lumens:

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:

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:



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 (owner will still need to sign)

I lease the property from the owner.

Description of permits or certificates being applied for:

Cert of Occupancy

at the following address: 374 Maple Ave E Suite 300, Vienna 22180

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

Signature of Applicant: *Lisa Matheo* Date: 9/8/2025

Property Owner's Name: JB 374 Maple East, LLC

Signature of Property Owner: *David R. Velez* Date: 10/23/25

"Agent on behalf of JB 374 Maple East, LLC