



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 East Sign Update
Application Type: Board of Architectural Review: Signs
Workflow: 1. Initial Review

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:****BAR Meeting Date:****Project File Number:** N/A

Project Information

Total Number of Signs Proposed: 1

Sign Type A (please provide all applicable details below)



Proposed Sign Type: The sign already exists

Scope of Work: Alter

Description of Sign:

Sign Area Height: 5

We are not changing the sign foundation or structure, we are updating text to the bottom of the sign.

Sign Area Width: 4

Total Sign Face Area: 20

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: 150

Kelvins: 3000

Alternative Measurement:

Sign Type B (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:

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:

Sign Type D (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:
Illumination Type:

Kelvins:

Total Structure Height:
Lumens:

Alternative Measurement:



Department of Planning and Zoning

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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)

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: Josephine B. Moton Date: 12/2/2025