



**NOTICE OF VIOLATION & CORRECTION ORDER**

***ACTION REQUIRED***

**Property Owners:** John P. Gwyn  
204 Prescott Circle SE  
Vienna, VA 22180

**Address of Violation:** 204 Prescott Circle SE, Vienna VA 22180  
**Tax Map ID/Parcel #:** 0384 65 0001      **Zoning District:** RS-12.5  
**Case Number:** 24-355      **Inspector(s):** M. Purcell  
**Violation Date:** 10/15/2024      **Notice Date:** 10/17/2024

Dear Property Owners,

On October 15<sup>th</sup>, 2024, the Town of Vienna’s Zoning Compliance Officer, Miranda Purcell, observed more than 24 square feet in area of yard signs on your property. The Town of Vienna allows property owners to have a maximum total sign area of 24 square feet of yard signs. Please review the information below:

**Description of Violation:**

Specifically, the violation consists of having more than 24 square feet of yard signs on your property. Yard signs exceeding 1.5 square feet in area are also restricted to a maximum duration of 60 days.

**Town of Vienna Zoning Ordinance Code Section: §18-424 & 425**

**No permanent signs greater than 1.5 square feet in area are permitted for single-unit residential lots.**

1. Temporary window and yard signs are permitted provided they meet the following standards:

Type of Sign	Maximum Size	Maximum Duration
Window signs	Twenty-five (25) percent of total area of single window	Unlimited
<b>Yard Signs</b>	<b>Per Sign: Four (4) square feet</b> <b>Total Sign Area: Twenty-four (24) square feet</b>	<b>Sixty (60) days</b>

2. Signs not exceeding one and one-half (1.5) square feet in area are exempt from these regulations.

**Corrective Action Required:**

Please remove all yard signs currently exceeding the maximum 24 square feet in area and remove all yard signs that have been posted for more than the maximum duration of 60 days.

**Compliance Inspection Date: 11/17/2024**

**Penalty for Failure to Resolve the Violation:**

The penalty for any one violation shall be a civil penalty of not more than \$200 for the initial summons and not more than \$500 for each additional summons. Each day during which the violation is found to have existed shall constitute a separate offense.

*If the violation has not been abated by the compliance inspection date, the Town will move towards enforcement through all means permitted under the Town Code and the Virginia State Code, including seeking fines, injunctive relief and any other enforcement remedies as permitted.*



**Right to Appeal this Notice:**

The recipient of any Notice of Violation of Chapter 18 Zoning and Subdivision Ordinance of the Town Code has the right to appeal the written order within 30 days of the date of this letter in accordance with **Section 18-820 Appeals of Zoning Administrator Decision** and **Code of Virginia Section 15.2-2311. Appeals to Board**. The decision in this letter shall be final and unappealable if not appealed within 30 days of the date of this letter.

A statement of appeal must be provided to the Zoning Administrator to start the appeals process. The application fee for Appeals to the Board of Zoning Appeals is currently \$1,000.00.

If you require further clarification or assistance with this matter, please contact the Zoning Department via phone at (703) 255-6341 or [dpz enforcement@viennava.gov](mailto:dpz enforcement@viennava.gov).

Sincerely,



**Andrea West, CZA**  
Zoning Administrator

**Miranda Purcell**  
Zoning Compliance Officer

*Sent via First Class and Certified Mail*

