

Town of Vienna
Board of Architectural Review
Sign Review Application

Application Number: _____-BAR

(Office Use Only)

Name of Project: FedEx Office Signs Acreage: 19200 sqft
Location: 328 Maple Ave. East Zoning: _____
Business Owner: FedEx Office
Address: 328 Maple Ave. East, Vienna, VA 22180 Phone: _____
Property Owner: JDC 328 Maple LLC
Address: 1760 Reston Pkwy., Ste. 210, Reston, VA 20190 Phone: _____
E-mail Address (for "Contact Person"): gary_brent@mgpermits.com

The following is to be furnished by the applicant for review in compliance with Chapter 4 of the Code of the Town of Vienna, Virginia. All plans shall include the following applicable items:

1. **Scaled drawings:** Seven (7) copies of drawings of all proposed signs; drawn to scale; include all proposed text and images; show dimensions of sign, letters, and images; all sets are to be in color
2. **Complete Application** on reverse side of this form.
3. **Samples** of proposed colors, materials, and paint chips.
4. **Photographs** with the proposed location of any sign indicated as nearly as possible
5. **Site Plan:** Seven (7) **folded** copies showing the proposed location of any freestanding sign (no larger than 11x17 format)
6. **Electronic Copy** of application, plans, and drawings submitted via email or flash drive.

Plans will not be considered complete and eligible for a placement upon an agenda until all the information listed below has been received at least twenty-one (21) days prior to the next available Board of Architectural Review meeting.

This following must be completed by the applicant and submitted along with all other required information and materials for review by the Board of Architectural Review in accordance with Chapter 4 of the Code of the Town of Vienna, Virginia:

1. Type of sign: Façade ☒ Freestanding ☒ Monument ☐
Replacement Face Panel ☐ Under Canopy ☐
Window ☒ Other _____

2. Location of proposed sign(s) on-site (include dimensions as necessary):

Wall & Window: Storefront
Freestanding: Reface existing monument sign

3. Dimensions (sign exterior and interior design elements):

Wall: 4.32' x 9.14' = 22.19 SF; Window 1: 2' x 1.86' = 3.72 SF; Window logo: 1' x 2.05' = 2.05 SF; Window 2: 3.91' x 3.72' = 14.54 SF; Reface monument panel: .98' x 6.47' = 6.34.


4. Colors and materials (include manufacturer, number, thickness, etc.):

White; Orange & purple.

5. Illumination details:

Internal white LED's (wall); Existing illumination (monument sign)

6. Other information:

Applicant's Name: Gary Brent
Company: MG Permits
5609 Wilkens Ave., Catonsville, MD 21228
Address: _____
410-507-0053
Phone: _____
gary_brent@mgpermits.com
E-mail: _____
Signature: 

☒ *I am the Owner or have received Owner's
Consent for this Application (Please Check)*

THE TOWN OF VIENNA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (703) 255-6300 (Voice) OR TTY 711.