



Town of Vienna
Board of Architectural Review
Sign Review Application

Application Number: _____-BAR

(Office Use Only)

Name of Project: _____ Acreage: _____

Location: _____ Zoning: _____

Business Owner: _____

Address: _____ Phone: _____

Property Owner: _____

Address: _____ Phone: _____

E-mail Address (for "Contact Person"): _____

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):

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

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

5. Illumination details:

6. Other information:

Applicant's Name: _____

Company: _____

Address: _____

Phone: _____

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.

AUTHORIZATION FORM

LANDLORD LETTER

To Whom It May Concern:

I, STACEY C. PURINTON FOR NTCU Property owner/Landlord of the property located at 1007 Electric Ave, Vienna, VA 22180 do hereby authorize Takeform/Duo Signs, apply for a variance, sign permits and to remove, modify and/or erect signs, and obtain building and electrical permits as required by state and local laws. I further authorize Takeform/Duo Signs, to act as agent on my behalf, and sign any documents necessary for the procurement of variances and permits related to this project. I authorize said contractor (or authorized agent) to sign and notarize variance and permit application(s) as owner/agent. All work will meet or exceed code requirements.



Owners Signature

3/6/2018

Date

STACEY C. PURINTON

Owners Printed Name

703-255-8654

Phone Number

820 Follin LN, SE, VIENNA, VA 22180

Owners Address