



Town of Vienna
Board of Architectural Review
Sign Review Application

Application Number: _____-BAR
(Office Use Only)

Vintage home

Name of Project: _____ Acreage: _____
Location: _____ 231 mill street ne Vienna va 22180 _____ Zoning: _____ CM
Business Owner: _____ Denise Eckert _____
Address: _____ 11210 Sweetwood Lane Oakton VA 22124 _____ Phone: _____ 7039675739
Property Owner: _____ Mill Street Development One LLC _____
Address: _____ 641 S Street, N.W., Washington, D.C. 20001 _____ Phone: _____ 3017758598
E-mail Address (for "Contact Person"): _____ thesweetwoodcollection@gmail.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:** 1 copy 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:** 1 **folded** copy 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):

Centered above the door, consistent with all other businesses connected. 30" H x 48"W

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

vintage home

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

White with Black Font

5. Illumination details (lumens, foot candles, kelvin):

no illumination

6. Other information:

simple and clean.

Direct print on DiBond 3mm

Denise Eckert


Applicant's Name: _____

Company: _____ The Sweetwood Collection

Address: _____ 231 Mill Street NE Vienna, Va

Phone: _____ 7039675739

E-mail: _____ thesweetwoodcollection@gmail.com

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.