



Town of Vienna Sign Permit Application

Permit Number: _____

(Office Use Only)

Name of Project: Flagship Carwash Signage

Address: 540 Maple Ave. West Zoning: MAC

Contact Person: Jessica Sutherland

Type of Work: New ☒ Repair ☐ Alter ☐

☒ Façade Sign: Dimensions: 5'-6" x 32'-5" Total Square Feet: 178.3

☐ Freestanding Sign: Dimensions: _____ Total Square Feet: _____

☒ Other Sign: Dimensions: 20'x60" (x8), 36"x120" (x5) Total Square Feet: 216.4

Wording: "FlagShip Carwash" + 13 directionals - see copy on drawings

Location on Building or Site: see site plan

Length of Frontage (building or suite): 237'-8"

Applicant's Name: Jessica Sutherland

Company: Talley Sign Company

Address: 1908 Chamberlayne Ave Richmond, VA 23222

Phone: 804 649 0325

E-mail: PERMITS@talley-sign.com

Signature: Jessica Sutherland

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

Planning and Zoning Approval: _____ Date: _____

Master Sign Plan: ☐ BAR Approved: ☐



Town of Vienna
Board of Architectural Review
Sign Review Application

Application Number: _____-BAR

(Office Use Only)

Name of Project: Flagship Carwash Signage Acreage: _____
Location: Flagship Carwash Zoning: MAC
Business Owner: Flagship Carwash
Address: 540 Maple Ave. West Phone: _____
Property Owner: vienna car wash LLC
Address: 632 Grant St. Herndon, VA 20170 Phone: _____
E-mail Address (for "Contact Person"): permits@talleyssign.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 + hanging

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

Signs are placed around the exterior of the building. please see detailed site plans for exact locations

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

"Flagship carwash"
5'-6" x 32'-5" (178.3 sq. ft.)
8 panels 20" x 60" (8.3 sq. ft.) 5 panels 36" x 120" (30 sq. ft.)

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

"Flagship carwash" 5" thick letters
acrylic & aluminum
"Red 2793"
panels
.09 thickness white aluminum, 3630 dark red letters

5. Illumination details:

"Flagship carwash"
white LED 120 V 60 W power supply

6. Other information:

There is also painted lettering that will go on the building (see pg. 6 of drawings). Please advise if this is considered a "Sign."

Applicant's Name: Jessica Sutherland
Company: Talley Sign Company
Address: 1908 Chamberlayne Ave Richmond, VA 23222
Phone: 804 649 0325
E-mail: permits@talley-sign.com
Signature: J Sutherland



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.