

**Town of Vienna**  
**Board of Architectural Review**  
**Sign Review Application**

Town of Vienna  
Office of Planning & Zoning

JUN 25 2019

RECEIVED

Application Number: PF-32-19-BAR  
(Office Use Only)

Name of Project: Navy Federal Credit Union Acreage: \_\_\_\_\_  
Location: 1007 Electric Ave SE, Vienna Zoning: \_\_\_\_\_  
Business Owner: Stacey Purinton  
Address: 820 Follin LN SE, Vienna VA 22180 Phone: 703-255-8654  
Property Owner: same as above  
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.

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M: 3490

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):

Sign 5 is located near HQ2 parking lot.

Sign 7 is located near HQ2 receiving parking area.

Sign 8 - Replace text on Side B. Remove Receiving w/ Visitor Parking

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

Type 2 Internally Illuminated Post and Cabinet - Fabricated Aluminum w/concrete pad

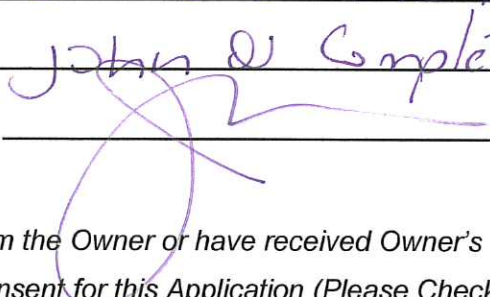
4. Colors and materials (include manufacturer, number, thickness, etc.):

Painted Fabricated .125 Aluminum  
Cool Gray 10  
CO601 Satin Silver

5. Illumination details:

Internally illuminated with LED's.

6. Other information:

Applicant's Name: John Martel  
Company: Complete Sign, Inc.  
Address: 12618 Magic Springs Way, Bristol VA 20156  
Phone: 571-276-8407  
E-mail: john@CompleteSign.net  
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.