

SIGN PERMIT APPLICATION

ARTICLE 13, ARLINGTON COUNTY ZONING ORDINANCE

Staff:

Affix Barcode Label Here

**BUILDING AND ELECTRICAL PERMITS MAY ALSO BE REQUIRED
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DEPARTMENT OF COMMUNITY PLANNING, HOUSING & DEVELOPMENT – ZONING DIVISION
2100 CLARENDON BOULEVARD, SUITE 1000, ARLINGTON, VIRGINIA 22201
PHONE (703) 228-3883 - FAX (703) 228-3896

ONE SIGN PER APPLICATION – INCOMPLETE APPLICATIONS CANNOT BE PROCESSED

SUBJECT PROPERTY:

Address of Proposed Sign: _____ Zip Code _____

Tenant Name: _____

APPLICANT/CONTRACTOR INFORMATION:

Name of Applicant: _____ Company/Organization: _____

Telephone #: _____ Email Address: _____

Name of Contractor: _____ Address: _____

Telephone #: _____ Email Address: _____

PROPOSED SIGN INFORMATION (COMPLETE SECTIONS 1-15):

1. Type of Sign (check below):	9. Height of Building: _____
New Sign: <input type="checkbox"/> Repair: <input type="checkbox"/> Repaint: <input type="checkbox"/> Single Face: <input type="checkbox"/> Double Face: <input type="checkbox"/>	
2. Temporary Sign? YES NO	10. Dimensions: _____ Total Square Feet: _____ <i>Sign text and logo dimensions only</i>
3. Flat against building? YES NO	
4. Freestanding Sign? YES NO	11. Projecting Sign? YES NO
5. Type of illumination and luminance (cd/m2): _____	12. Projecting from building _____ inches/feet.
6. Electrically wired? YES NO <i>All illuminated signs require dimmer controllers per ACZO 13.11</i>	13. Projecting above roof line _____ inches/feet.
7. Within Public Right-of-way? YES NO	14. If "V"-shaped sign, degree of interior angle: _____
8. Building Frontage: _____ feet.	15. Automatic Changeable Copy? YES NO

INFORMATION REQUIRED FOR APPLICATION PROCESSING:

Applicants must provide the following information. Incomplete applications cannot be processed.

- Plats for signs to be placed in the ground
- Two 11" x 17 " pictures/drawings of the proposed sign, including dimensions
- Two pictures/drawings showing proposed sign placement
- Photographs and dimensions of all existing signs on site, including signs to be removed
- Two copies of plans for attachment or structures (to scale)
- Certificate of Occupancy must be on file

APPLICANT'S AFFIDAVIT:

I hereby certify that I have the authority to make the foregoing application, that the information is correct, and that the construction will conform with the regulations of the Virginia Uniform Statewide Building Code and the Arlington County Zoning Ordinance.

Signature: _____ Date _____

FOR OFFICE USE ONLY:

Date of Application: _____ Received by: _____

Receipt No.: _____ Fee: _____ Electrical Division Approved: _____

Site Plan/Use Permit #: _____ Building Division Approved: _____

Zoning District: _____ CO #: _____ Zoning Administration Approved: _____

SIGN PERMIT APPLICATION REVIEW

Assigned Planner:	_____	Date Received:	_____
Application Complete?	YES NO	By-right sign?	YES NO
Site Plan/Use Permit?	YES NO	Comp. Sign Plan?	YES NO
Admin. Change Required?	YES NO	Nonconforming Sign?	YES NO
Admin. Change Approved?	YES NO	Prohibited Sign?	YES NO
If yes, Admin. Change No.:	_____	Art. 13 Applicable?	YES NO

ORDINANCE SECTION REVIEW

Zoning District:	_____	Building Height:	_____
Height of sign above grade:	_____ feet.	<70 ft:	_____
Commercial message?	YES NO	70 ft – 100 ft:	_____
Institutional Use?	YES NO	101 ft – 200 ft:	_____
Public District?	YES NO	>201 ft:	_____
Temporary Placement?	YES NO	Allowable square footage of sign area:	_____ feet.
Distance to R or RA District?	_____ feet.	Does sign face pink or blue line on Map 34.1?	YES NO
Temporary Construction/Leasing Sign?	YES NO	Historic District?	YES NO
Sign Permit Required?	YES NO	Certificate of Appropriateness?	YES NO
Adequate documentation?	YES NO	Review Complete?	YES NO

STAFF RECOMMENDATION AND COMMENT

Applicable Section of the Arlington County Zoning Ordinance, Article 13: _____

Based on the review of materials provided, and the aforementioned Section of the Arlington County Zoning Ordinance, this application is:

Recommended for Approval?	YES	NO
Incomplete?	YES	NO
Rejected?	YES	NO

Additional Comments:
