



Department of Planning and Zoning

Town of Vienna, Virginia

127 Center Street S

Vienna, Virginia 22180

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Hours: Monday – Friday, 8:00 am - 4:30 pm

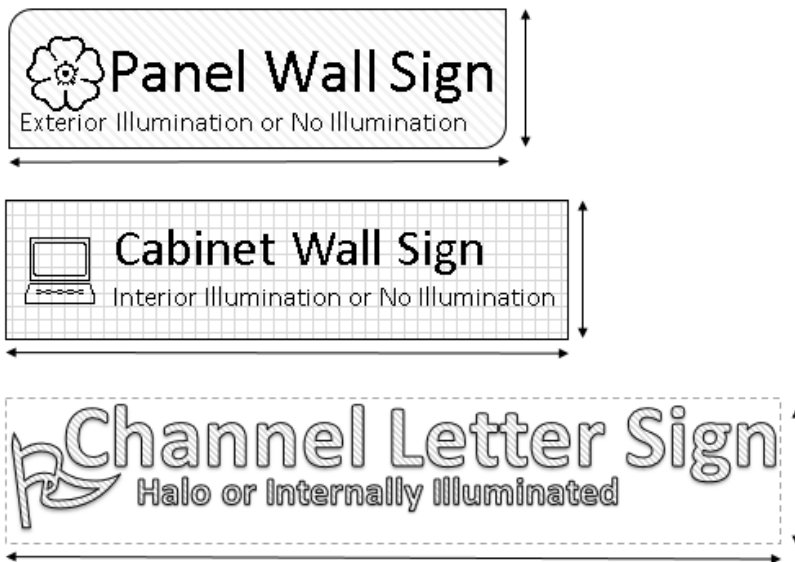
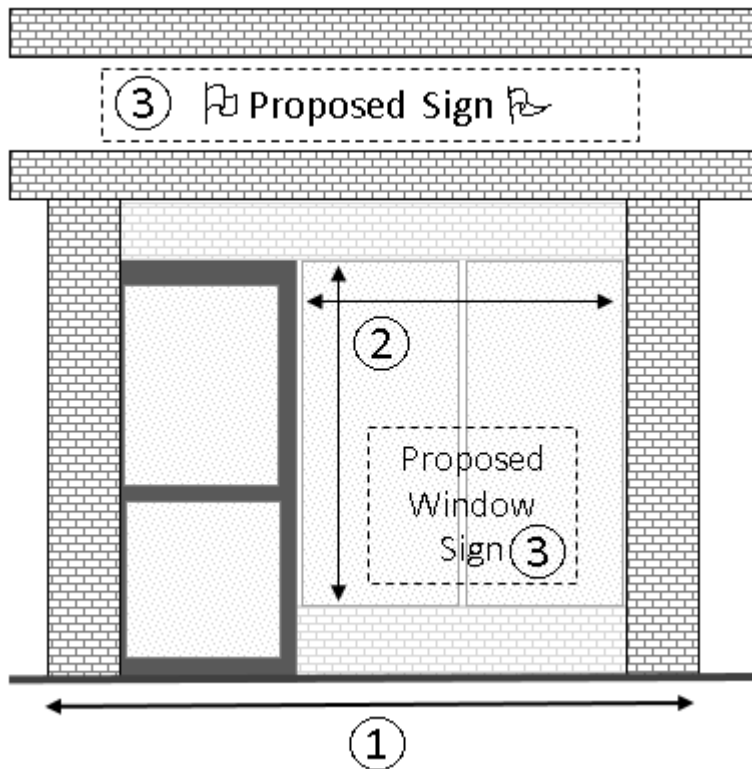
Town of Vienna Board of Architectural Review Sign Review Checklist

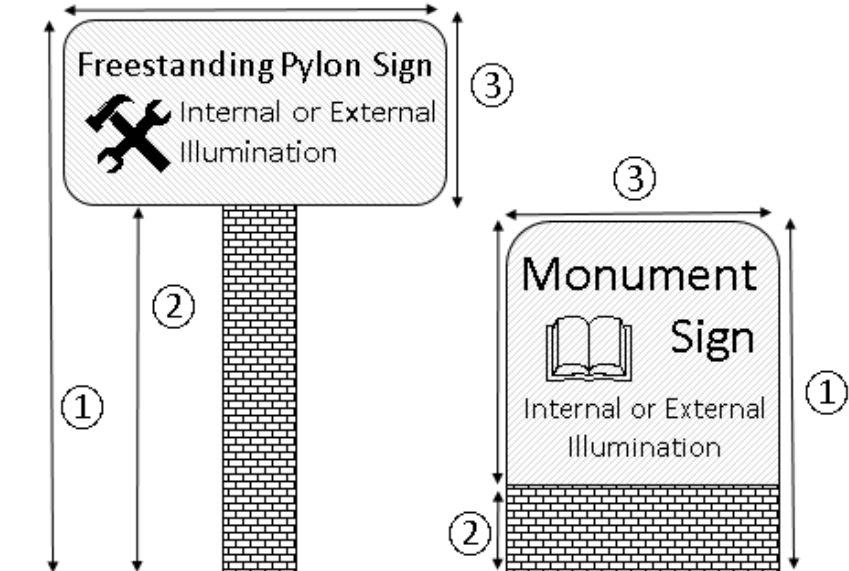
This checklist is meant to serve as a guideline for the request for a Certificate of Appropriateness submitted to Board of Architectural Review per Chapter 4 of the Town Code. Compliance with this checklist does not guarantee Board or permit approval. More information may be requested in addition to information requested in this checklist; the check list is for guidance and not all check list items may be applicable to all applications. Applicants are responsible for ensuring proposals are compliant with all relevant Town, County, and State requirements.

Last Revised 3-17-2021

Requirements	Complied (Yes/No)
1 Scaled, dimensioned color rendering of the sign(s) proposed.	
2 Sign rendering shall include a color illustration of the sign in the proposed location	
3 A cross-section sign diagram showing the details of all sign elements showing accurate depth of all sign cabinets, channel letters and raceways.	
4 Details of sign installation, including foundation diagrams, or façade installation.	
5 Lumen level of proposed sign after installation, kelvins (color temperature) or foot-candles. Watts are not acceptable. The lumens should be PER sign, not per linear foot of LED modules.	
6 Photographs showing existing site conditions and signage. Existing signs to be removed should be noted.	
7 Photographs of adjacent buildings, signs and properties.	
8 Labeled samples of all materials and colors, including manufacturer names, numbers, finish-type and installation details matching the plans and renderings submitted. <ul style="list-style-type: none"> • Images and Pantone color selections are not an acceptable replacement for material samples. • Samples should not be larger than 3” x 5” and should NOT be mounted on a board. • If multiple samples are provided, the location and use of the material should be affixed to the sample. • The Department of Planning and Zoning must keep all samples. • <i>Samples can be dropped off or mailed to the Department of Planning and Zoning at Town Hall, 127 Center St. S..</i> 	
9 Copy of an approved site plan or as-built drawing, marked up to show proposed location of freestanding and monument sign(s).	
10 The applicant must also submit a complete application for any accompanying exterior modifications such as changes to the façade, landscaping, or paint colors if proposed.	

Sign Area & Zoning Compliance	
11	Zoning analysis showing the relevant code sections regulating the allowable sign area and sign location have been addressed.
12	Sign Area Tabulations for Multi-Tenant Buildings. If a building has multiple tenants, or tenants on more than one-story, staff may request additional documentation of the sign area existing to ensure all proposed signs are within the square footage allowance.
13	<p>The allowable sign area must be demonstrated with a scaled drawing or graphic including: 1) The width of the building or tenant space*; 2) The height, width and area of the windows for said tenant space (in the case window signs are proposed; and 3) The proposed signage shown as close to scale as possible.</p> <p>* In the case of a multi-story building, all tenants must use the sign area of the linear frontage of the first floor. Applicants must provide proof that the existing signs do not exceed what is allowed by code.</p>
14	<p>Tenant panels, window, façade, and wall sign area must be measured with a four-sided shape encompassing all sign elements:</p>



15	<p>For freestanding and monument signs, three measurements must be provided: 1) The total structure height; 2) The height of the base or support posts; and 3) The width and height of the sign area. Projections outside of the sign face will be included within the 4-side sign face area. Two sided signs are only counted once for sign area.</p>  <p>The diagram illustrates two types of signs and their measurement requirements. On the left is a 'Freestanding Pylon Sign' which consists of a rectangular sign face mounted on a tall, narrow brick pillar. Three measurement lines are shown: (1) a vertical line from the ground to the top of the sign face, (2) a vertical line from the ground to the top of the brick pillar, and (3) a horizontal line across the top of the sign face and a vertical line along its right side. The sign face contains the text 'Freestanding Pylon Sign', an icon of crossed hammers, and 'Internal or External Illumination'. On the right is a 'Monument Sign' which consists of a rectangular sign face mounted on a shorter, wider brick base. Three measurement lines are shown: (1) a vertical line from the ground to the top of the sign face, (2) a vertical line from the ground to the top of the brick base, and (3) a horizontal line across the top of the sign face and a vertical line along its right side. The sign face contains the text 'Monument Sign', an icon of an open book, and 'Internal or External Illumination'.</p>	
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