

# SIGN PERMIT APPLICATION

## ARTICLE 13, ARLINGTON COUNTY ZONING ORDINANCE

Staff:

*Affix Barcode Label Here*

**BUILDING AND ELECTRICAL PERMITS MAY ALSO BE REQUIRED  
TO LEARN MORE, VISIT US AT <http://building.arlingtonva.us>**

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):  
 New Sign:  Repair:  Repaint:  Single Face:  Double Face:

2. Temporary Sign? YES  NO

3. Flat against building? YES  NO

4. Freestanding Sign? YES  NO

5. Type of illumination and luminance (cd/m2): \_\_\_\_\_

6. Electrically wired? YES  NO   
All illuminated signs require dimmer controllers per ACZO 13.11

7. Within Public Right-of-way? YES  NO

8. Building Frontage: \_\_\_\_\_ feet.

9. Height of Building: \_\_\_\_\_

10. Dimensions: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_  
Sign text and logo dimensions only

11. Projecting Sign? YES  NO

12. Projecting from building \_\_\_\_\_ inches/feet.

13. Projecting above roof line \_\_\_\_\_ inches/feet.

14. If "V"-shaped sign, degree of interior angle: \_\_\_\_\_

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:

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