SIGN ORDINANCE SUMMARY*

ALL SIGNS larger than one and one-half (1½) square feet in area **must be approved** from the Board of Architectural Review and **a sign permit** obtained from the Department of Planning and Zoning **BEFORE** being installed.

COMMERCIAL FACADE SIGN:
Sign Area:
- Two square feet (2 sf) of sign area per one (1) linear foot of building or suite frontage (includes all permanent window, rear entry, front, side and canopy signs);
- Must be shared by all tenants in building or suite;
- Rear customer entrances may have one unlit sign with dimensions no larger than three feet by four feet (3' x 4');
- Up to fifty percent (50%) of sign area may be used for time, temperature and date provided there are no ads or logos and such are not already displayed on a freestanding sign.

Placement:
- All signs must be flat against the building;
- Front signs must be placed along the building front;
- Rear signs must face a rear parking lot or customer entrance;
- Corner buildings may have a sign on each street side provided the side sign is within fifty feet (50') of the principal street;
- Signs may not be placed on roofs except Mansard roofs or when there is less than eighteen inches (18") inches between the top of the windows and the roof line; roof signs may be no taller than three feet (3').

COMMERCIAL FREE-STANDING SIGNS:
General:
- One freestanding sign per building;
- Must be on site with the building;
- May not cross over the property line;
- Bottom of the sign must be either:
    - at least nine feet (9') above grade,
    - a landscaped monument sign, or
    - approved by the Zoning Administrator;
- Up to fifty percent (50%) of sign area may be used for time, temperature and date provided there are no ads or logos and such is not already displayed on the building.

Sign Area and Height:
- Maximum area of thirty-six square feet (36 sf) per building to be shared by all tenants;
- Lesser of twenty feet (20') or height of the building.

Shopping Centers:
- One sign, maximum area of one hundred square feet (100 sf); **or**
- Two signs, maximum area of fifty square feet (50 sf) each, if principal street frontage is 500 feet long and side street is 250 feet long and the sign is no taller than six feet (6').

COMMERCIAL WINDOW SIGNS:
- Lesser of ten square feet (10 sf) or twenty-five percent (25%) of the total window glass for each store front business;
- May be placed in first or second floor windows only.

NEON SIGNS:**
- One neon sign, no larger than one and one-half square feet (1½ sf) per business front;
- One neon sign, no larger than one and one-half square feet (1½ sf) for one rear public entrance when all the parking is in the rear of the building;
- Larger or additional neon signs must be placed at least six feet (6') back from any window or door;
- Exposed neon may not be used in any exterior sign.

TOWNHOUSE DEVELOPMENT:
- One sign per development;
- Maximum area of twenty-four square feet (24 sf) and no taller than six feet (6');
- Must be placed ten feet (10') back from the property line.

RM-2 ZONED PROPERTY:
- One sign per business or multiple dwelling;
- Maximum area of twelve square feet (12 sf);
- White illumination only;
- One sign per boarding house, three square feet (3 sf) in area.

INSTITUTIONAL SIGNS:
Uses:
- Schools, Colleges, Universities, Hospitals and Places of Worship.

Sign Area and Limitations:
- No more than two signs;
- Maximum area of thirty-six square feet (36 sf) (includes otherwise exempt signs);
- No taller than eight feet (8') in height.

ALL OTHER SIGNS:
- See Article 19, Signs, of the Zoning Ordinance for details (including temporary real estate, construction, election, parks, ball fields and municipal buildings).

*   This summary is for information purposes only and does not replace or supersede any ordinance. For further information please refer to the Article 19, Signs, of Chapter 18, Zoning, of the Vienna Town Code.

**   No permit, fee or approval required.