




SUBMISSION STANDARDS FOR SIGN PERMIT APPLICATIONS

- ▶ One (1) completed sign permit application is required for each proposed sign.
 - ▶ The applications submitted for a sign permit must be on forms provided by Fairfax County.
 - ▶ The fee for a sign permit is a non-refundable submission fee of ~~\$50~~⁹⁵ per sign. This fee is required at time of application submission.
 - ▶ For building-mounted signs, attach to the application three (3) copies of the elevation drawings of the sign. These drawings must include the dimensions and location of the proposed sign, the message to be displayed, the height above the average ground level and other information as required. Also, a photograph of the building facade where the sign is proposed must be submitted with each application.
 - ▶ For freestanding signs, attach three (3) elevation drawings with dimensions, message to be displayed and sign height and three (3) copies of a site plan or relevant portion thereof, indicating the location of the proposed sign and the distance from the nearest curb line/lot line.
 - ▶ Separate Building and Electrical Permits and fees may be required for each sign. For more information on these requirements, please contact the Department of Environmental Management, Permit Application Center, 12055 Government Center Parkway, 2nd floor, Fairfax, Virginia, 22035, (703) 324-1555.
 - ▶ No sign permits will be issued for prohibited signs as set forth in Sect. 12-104 of the Fairfax County Zoning Ordinance.
 - ▶ Sign permit applications will be considered abandoned six (6) months after submission if the application has not been diligently pursued by the applicant.
 - ▶ Once issued the sign permit will be deemed null and void if the authorized sign is not installed within twelve (12) months from the date of approval.
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INSTRUCTIONS FOR COMPLETING SIGN PERMIT APPLICATIONS

Each numbered item below refers to the identical numbered line on the application.

1. Print or type the name of the sign owner or the name of the tenant and the address of this person or firm.
2. Provide the address in Fairfax County where the sign is to be installed (if different from #1). Indicate whether this is a single application (1 of 1) or if there are other applications at the same address (1 of 3).
3. Describe the land use which is being advertised by the proposed sign. For example: is the land use a residential subdivision, a church, retail sales establishment, office, fast food restaurant, warehouse, etc.?
4. Indicate the message, logo, business name, symbol, etc., to be displayed on the proposed sign.
5. Indicate if the proposed sign is a new sign, an existing sign to be refaced or an existing sign which is proposed to be relocated or altered. Also indicate whether this is a building-mounted or a freestanding sign.
6. If the sign is to be refaced or relocated, indicate the previously approved sign permit number, if known.
7. Indicate the dimensions (length and width) of the sign and the total sign area (length x width).

ITEMS NUMBERED 8 THROUGH 12 ARE FOR BUILDING-MOUNTED SIGNS

8. Provide building frontage. Building frontage is the linear dimension of that one (1) architecturally designed wall containing the main entrance for use by the public.
9. Indicate the number of existing building-mounted signs at this address.
10. Indicate the square footage of the existing building-mounted signs at this address.
11. Indicate the number of existing signs and existing sign area to be removed.
12. Check the proper line to indicate which side of the building the proposed sign will be located.

ITEMS NUMBERED 13 AND 14 ARE FOR FREESTANDING SIGNS

13. Indicate the height of the sign measured from its highest point to average ground level.
14. In the space provided indicate the distance or setback in feet measured from the inside edge of the nearest curb line to the leading edge of the sign.

APPLICANT AND CONTRACTOR INFORMATION

15. Provide applicant's signature and printed or typed name.
16. Provide name of sign contractor or firm and their telephone number. The person named in item #15 and the telephone number provided in item #16 will be used by County staff to contact the applicant regarding this application.
17. Provide the address of the contractor or firm.