

## APPLICATION FOR BAR ADMINISTRATIVE APPROVAL OF SIGNS

Administrative approval of signs by Board of Architectural Review (BAR) staff must meet the requirements of the *Criteria & Standards for Administrative Approval of Signs within the Historic Districts* found on our [website](#). Please review these policies to determine if the proposed signage may be administratively approved. Upon reviewing an application for administrative approval, staff may determine that the signage cannot be administratively approved, and the applicant must submit a full application to go before the BAR at a public hearing.

**PROJECT ADDRESS:** \_\_\_\_\_

**APPLICANT:** ☐ Property Owner ☐ Business (Please provide business name & contact person)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**AUTHORIZED AGENT** (if applicable): ☐ Attorney ☐ Architect ☐ \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**LEGAL PROPERTY OWNER** (if different from above):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### SUBMITTAL REQUIREMENTS:

All applications must be submitted via the City's [APEX permitting system](#). Instructions can be found on our website.

You must upload **this completed form** and the following attachments to APEX as a **PDF** file:

- ☐ Photograph(s) of the building showing existing conditions and the context of the building, including any existing signs.
- ☐ Dimensioned drawings of the proposed sign(s) and existing sign(s) to remain identifying the materials, color, lettering style, and text.
- ☐ Means of attachment (drawing or manufacturer's cut sheet of bracket, if applicable) and location on the building where the sign(s) will be installed, including the height above the sidewalk if a hanging sign is proposed.
- ☐ If lighting is proposed, a description, including a manufacturer's cut sheet, for any new lighting fixture(s) and how it will be attached to the building.

Staff may request additional information as necessary to evaluate the application.

**REQUIRED INFORMATION:**

Building or storefront frontage (linear feet): \_\_\_\_\_

Height of building (feet) \_\_\_\_\_

Area of proposed sign (square feet): \_\_\_\_\_

Area of 2<sup>nd</sup> proposed sign (*if applicable*): \_\_\_\_\_

Secondary frontage (linear feet - *for corner buildings only*): \_\_\_\_\_

Area of 3<sup>rd</sup> proposed sign (*if applicable - for corner buildings only*): \_\_\_\_\_

Number of existing signs to remain: \_\_\_\_\_

Total area of existing signs to remain (square feet): \_\_\_\_\_

**ADDITIONAL REQUIREMENTS:**

If there is an historic preservation easement on this property, the easement holder must approve the proposed signage.

**SIGN PERMITS:**

Planning & Zoning does not issue sign permits. After receiving BAR approval, the applicant or authorized agent must acquire any required permits through Code Administration (703)-746-4200. If required, the permit will be routed to Planning & Zoning for review.

**APPLICATION FEES:**

After reviewing the proposed signage, staff will invoice the \$110 application fee online through APEX. The application will not be approved until the fee is paid.

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The undersigned hereby attests that all of the information herein provided is true, correct and accurate. The undersigned further understands that, should such information be found incorrect, any action taken by BAR Staff based on such information may be invalidated. The undersigned also hereby authorizes the City Staff to inspect this site as necessary in the course of research and evaluating the application. The applicant, if other than the property owner, also attests that he/she has obtained permission from the property owner to make this application.

**APPLICANT OR AUTHORIZED AGENT:**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_