



**CITY OF ALEXANDRIA, VIRGINIA
A-FRAME SIGN PROGRAM
PERMIT APPLICATION**

SIGN ZONE*: _____ **DATE OF APPLICATION:** _____
(*See "A-Frame Sign Program Signage Zone Map" for reference. Only one sign per corner is allowed.)

APPLICANT NAME: _____
(Applicant is the contact person responsible for coordinating participation and maintaining compliance of sign.)

BUSINESS NAME/ADDRESS: _____

TEL#: (Cell) _____ (Office) _____ (Home) _____

EMAIL: _____

APPLICATION CHECKLIST

- _____ Completed and signed application form (pages 1-3).
- _____ Completed eligible businesses list with contact information, participation decision and signatures.
- _____ Sign specifications including plans with sign size, materials, text, colors noted, along with method of connection, if applicable.
- _____ Detailed plan or photos showing sign location clear of accessibility ramps and pedestrian path.
- _____ Fee paid.

THE UNDERSIGNED APPLICANT has read and understands the applicable rules and regulations for the placement of one A-Frame sign.

Signature of Applicant

Date

For City Staff Use Only

PERMIT _____

CONFIRM ELIGIBLE LOCATION W/IN CBD: _____

CONFIRM ELIGIBLE BUSINESSES (RETAIL/RESTAURANT/PERSONAL SERVICE): _____

STAFF ACTION: __ APPROVED __ DENIED

DATE: _____

P&Z STAFF: _____

T&ES STAFF: _____



**CITY OF ALEXANDRIA, VIRGINIA
A-FRAME SIGN PROGRAM
PERMIT APPLICATION
REGULATIONS**

General

1. No portable A-Frame signs are allowed without a permit.
2. Only one sign is allowed per King Street corner within the Central Business District.
3. Eligible businesses must cooperate to advertise on only one sign for each sign zone.
4. Eligible businesses include restaurants, retail uses and retail oriented businesses including personal services uses but shall not include banks, savings and loans, credit unions, and contractor or other offices.
5. Businesses located on King Street are not eligible.

Sign Location

6. Sign placement must maintain at least a five foot minimum pedestrian path along the sidewalk; must not obstruct pedestrian movement and safety, including the ability to safely cross the street, and safely enter and alight from cars and buses without obstruction.
7. Sign placement must allow clear access to curb ramps.
8. Signs must not be within five feet of a curb or curb ramp when next to an ADA accessible-only parking space.
9. Signs must not damage the public right of way or any other property.
10. This permit is issued subject to field review to verify compliance with regulations. In the event that the sign location is not in compliance, the sign will be relocated.
11. Signs may not be permanently attached to City light poles or other utility poles. Signs may be attached to City pole with black cable of minimum length necessary to wrap once around the City pole and attach to a handle welded to the side of the frame.

Sign Construction and Design

12. The sign shall be free-standing A-frame style sign constructed of solid steel, painted black with a satin finish, not to exceed 42 inches in height (in the closed position) and a width of 24 inches.
13. The sign panel shall be 1/16 inch minimum thickness metal, painted black with satin finish, attached with fixed fasteners (bolted, riveted, or similar means) to the frame at a minimum of 10 points, 3 per side and 2 per top and bottom of frame, sufficient to keep the sign face rigid in the frame. Fasteners shall be painted black to match the frame.



14. For stability, the frame must be held fixed in the open position by a metal rod sufficient to hold the frame sturdy in an open position at a recommended width of 18-24 inches at the base.
15. Sign typeface, directional arrow, design flourish style, size and color must match the approved City Wayfinding Design Guidelines. The label "Shopping and Dining" must be tailored to reflect the services available on a given street. (Sign fabricators should contact City staff to receive an electronic sign template.)
16. Sign advertising space is limited to 21 inches by 28 inches and may be subdivided as necessary to accommodate the number of businesses approved for the sign.
17. Signs must look professional and be in keeping with the character of the Old and Historic Alexandria District. No illumination, neon letters or neon background are permitted.
18. Signs may not include phone numbers or other special advertising.
19. No attachments are permitted on the sign, such as balloons, menus, and sales notices.

Sign Maintenance and Replacement

20. The sign must be maintained in good condition at all times per zoning ordinance 9-105(B) and should be checked daily by the permit holders to ensure the sign remains in good condition and in the approved location.
21. Sign information must be kept current and replaced within 30 days of businesses moving out of the applicable sign zone. Replacement businesses require a modified permit.
22. Signs not meeting all requirements will be subject to enforcement action.
23. Signs in significant disrepair or that pose a hazard to pedestrians will be removed immediately.

As the representative of the businesses in sign zone _____, I have read and understand the above regulations:

Applicant Signature

Printed Name

Date