

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 and Standards for Administrative Approval of Signs in the Historic District* 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): _____
Area of proposed sign (square feet): _____
Area of 2nd proposed sign (if applicable): _____
Secondary frontage (linear feet - for corner buildings only): _____
Area of 3rd 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.

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: _____