

BAR CASE# _____
(OFFICE USE ONLY)

ADDRESS OF PROJECT: _____

DISTRICT: Old & Historic Alexandria Parker – Gray 100 Year Old Building

TAX MAP AND PARCEL: _____ **ZONING:** _____

APPLICATION FOR: *(Please check all that apply)*

- CERTIFICATE OF APPROPRIATENESS
- PERMIT TO MOVE, REMOVE, ENCAPSULATE OR DEMOLISH
(Required if more than 25 square feet of a structure is to be demolished/impacted)
- WAIVER OF VISION CLEARANCE REQUIREMENT and/or YARD REQUIREMENTS IN A VISION CLEARANCE AREA *(Section 7-802, Alexandria 1992 Zoning Ordinance)*
- WAIVER OF ROOFTOP HVAC SCREENING REQUIREMENT
(Section 6-403(B)(3), Alexandria 1992 Zoning Ordinance)

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

Name: _____

Address: _____

City: _____

Phone: _____

Authorized Agent *(if applicable):* Attorney Architect _____

Name: _____

Phone: _____

E-mail: _____

Legal Property Owner:

Name: _____

Address: _____

City: _____

Phone: _____

E-mail: _____

Additions & New Construction: Drawings must be to scale and should not exceed 11" x 17" unless approved by staff. Check N/A if an item in this section does not apply to your project.

- ^{N/A} Scaled survey plat showing dimensions of lot and location of existing building and other structures on the lot, location of proposed structure or addition, dimensions of existing structure(s), proposed addition or new construction, and all exterior, ground and roof mounted equipment.
- FAR & Open Space calculation form.
- Clear and labeled photographs of the site, surrounding properties and existing structures, if applicable.
- Existing elevations must be scaled and include dimensions.
- Proposed elevations must be scaled and include dimensions. Include the relationship to adjacent structures in plan and elevations.
- Materials and colors to be used must be specified and delineated on the drawings. Actual samples may be provided or required.
- Manufacturer's specifications for materials to include, but not limited to: roofing, siding, windows, doors, lighting, fencing, HVAC equipment and walls.
- For development site plan projects, a model showing mass relationships to adjacent properties and structures.

Signs & Awnings: One sign per building under one square foot does not require BAR approval unless illuminated. All other signs including window signs require BAR approval. Check N/A if an item in this section does not apply to your project.

- ^{N/A} Linear feet of building: Front: _____ Secondary front (if corner lot): _____.
- Square feet of existing signs to remain: _____.
- Photograph of building showing existing conditions.
- Dimensioned drawings of proposed sign identifying materials, color, lettering style and text.
- Location of sign (show exact location on building including the height above sidewalk).
- Means of attachment (drawing or manufacturer's cut sheet of bracket if applicable).
- Description of lighting (if applicable). Include manufacturer's cut sheet for any new lighting fixtures and information detailing how it will be attached to the building's facade.

Alterations: Check N/A if an item in this section does not apply to your project.

- ^{N/A} Clear and labeled photographs of the site, especially the area being impacted by the alterations, all sides of the building and any pertinent details.
- Manufacturer's specifications for materials to include, but not limited to: roofing, siding, windows, doors, lighting, fencing, HVAC equipment and walls.
- Drawings accurately representing the changes to the proposed structure, including materials and overall dimensions. Drawings must be to scale.
- An official survey plat showing the proposed locations of HVAC units, fences, and sheds.
- Historic elevations or photographs should accompany any request to return a structure to an earlier appearance.

ALL APPLICATIONS: *Please read and check that you have read and understand the following items:*

- I understand that after reviewing the proposed alterations, BAR staff will invoice the appropriate filing fee in APEX. The application will not be processed until the fee is paid online.
- I understand the notice requirements and will return a copy of the three respective notice forms to BAR staff at least five days prior to the hearing. If I am unsure to whom I should send notice I will contact Planning and Zoning staff for assistance in identifying adjacent parcels.
- I, the applicant, or an authorized representative will be present at the public hearing.
- I understand that any revisions to this initial application submission (including applications deferred for restudy) must be accompanied by the BAR Supplemental form and revised materials.

The undersigned hereby attests that all of the information herein provided including the site plan, building elevations, prospective drawings of the project, and written descriptive information are true, correct and accurate. The undersigned further understands that, should such information be found incorrect, any action taken by the Board based on such information may be invalidated. The undersigned also hereby grants the City of Alexandria permission to post placard notice as required by Article XI, Division A, Section 11-301(B) of the 1992 Alexandria City Zoning Ordinance, on the property which is the subject of this application. The undersigned also hereby authorizes the City staff and members of the BAR 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: Laura Mercier

Printed Name: _____

Date: _____

OWNERSHIP AND DISCLOSURE STATEMENT

Use additional sheets if necessary

1. Applicant. State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership, in which case identify each owner of more than three percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1.		
2.		
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at _____(address), unless the entity is a corporation or partnership, in which case identify each owner of more than three percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1.		
2.		
3.		

3. Business or Financial Relationships. Each person or entity listed above (1 and 2), with an ownership interest in the applicant or in the subject property is required to disclose **any** business or financial relationship, as defined by Section 11-350 of the Zoning Ordinance, existing at the time of this application, or within the 12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review.

Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1.		
2.		
3.		

NOTE: Business or financial relationships of the type described in Sec. 11-350 that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings.

As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

_____ _____ *Laura Mercier*
 Date Printed Name Signature



CITY OF ALEXANDRIA, VIRGINIA
DEPARTMENT OF CODE ADMINISTRATION

301 King Street, Room 4200, Alexandria, VA 22314
703.746.4200 www.alexandriava.gov/code

Property Owner's Affidavit

This affidavit certifies that the party listed, who is not a lessee, licensed architect, engineer, or contractor, has been granted authorization to obtain a permit(s) on behalf of a property owner. This affidavit must be filled out completely by the property owner if another party is submitting an application(s) on the owner's behalf. This form must be notarized and must be submitted prior to permit issuance. Copies of affidavits are not acceptable. (Please Print).

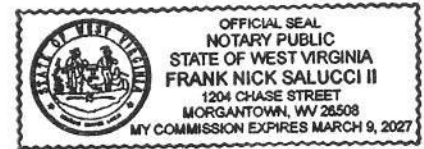
I William Beckeff Owner of the property
listed below, certify that I have granted New Ground
my duly authorized agent, permission to obtain the permit(s) for the construction (or
installation) of Signage
at my property at the following address (include suite no. if available)

I understand that the permits obtained pursuant to this affidavit will be in my name and that I am acting as contractor for this project. I accept full responsibility for the work performed.

Signature of the Property Owner: [Handwritten Signature]
Date: 03-04-2026

State/ District of Morgantown City/ County of Monongalia

I Frank Nick Salucci II, a Notary Public in and for the
aforesaid State/ District hereby certify that William Beckett
Appeared before me in the State/District and city / County aforesaid and executed this
affidavit on this 3rd day of March, 2026



Notary Public
My commission expires on the 9th day of March, 2027

NOTE TO PROPERTY OWNERS BEFORE SIGNING THIS AFFIDAVIT:
If you've made arrangements with a contractor to do the work intended by this permit(s), the City of Alexandria strongly recommends that the contractor be the responsible party to secure the permits required by the Uniform Statewide Building Code (USBC). When contractors apply for permits, the City will verify that he/she is properly licensed by the State and City to perform the intended work. Unwillingness by the contractor to obtain required permits may be an indication that he/she is not properly licensed. For your protection, don't deal with unlicensed contractors. If you have any questions about licensing regulations, please contact the Permit Center on 703.746.4200 or DPOR/State Board for Contractors, on 804.367.8511 or www.dpor.virginia.gov.



BRAND RECOMMENDATION BOOKLET

Site ID: 3082 - King Street

Street Address: 506 King St

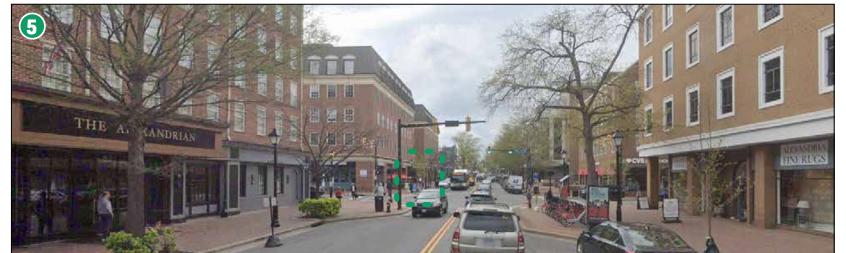
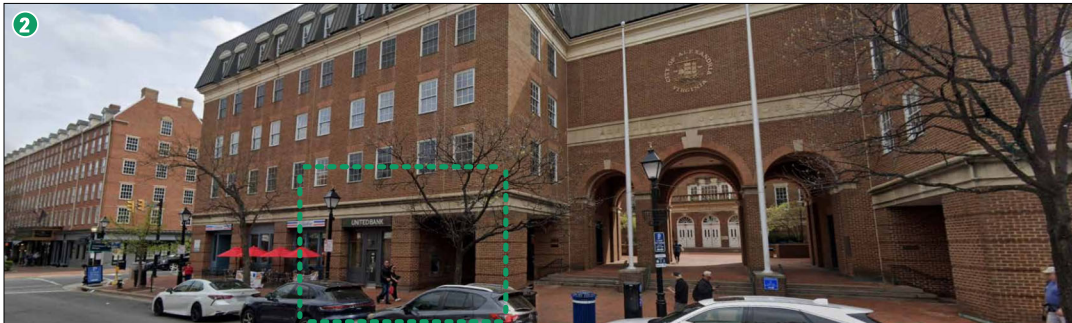
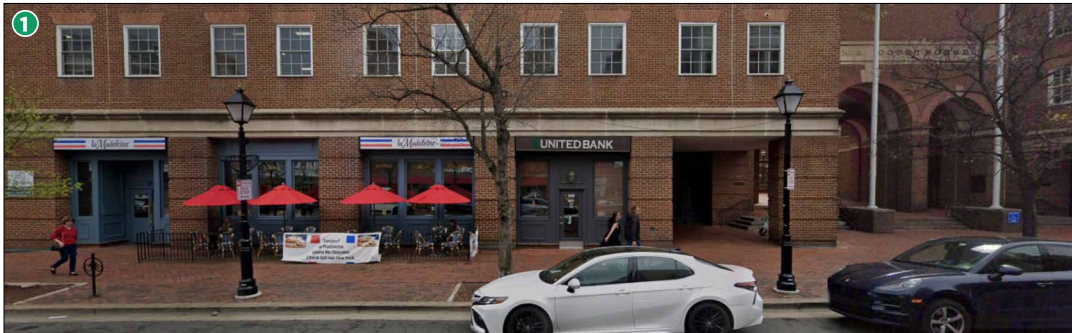
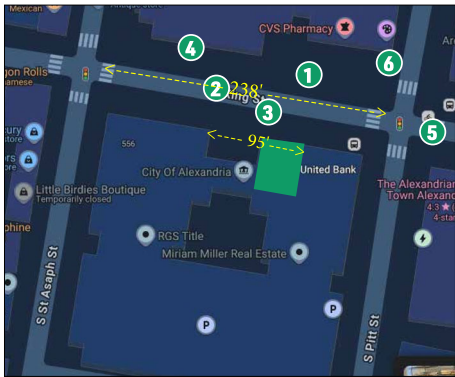
City, State: Alexandria, VA

Date: 11/06/2025

Tier 1

Leased





Inclusions - 3082 King Street Branch:

1. Provide maintenance check up to illuminated cabinet.
2. Includes project management & site supervision.
3. Include necessary equipment for the above scope.

SIGN 1

SPECIFICATIONS

SIGN TYPE: 1/4" ACRYLIC WALL SIGN

SIGN CODE: UNB-CUSTOM

NOTES: Remove existing 20"x13' illuminated UNB acrylic panel and dispose.

Provide and install 20"x13' illuminated UNB acrylic panel.

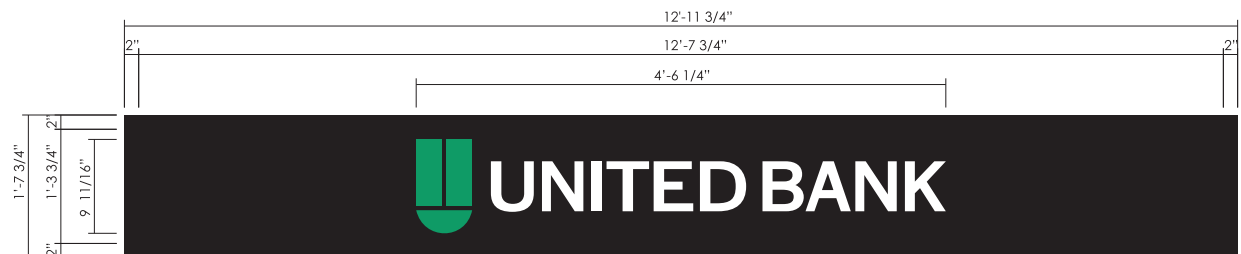
Lighting system to be retrofired to LED.



EXISTING



RECOMMENDED



SQ
21.66

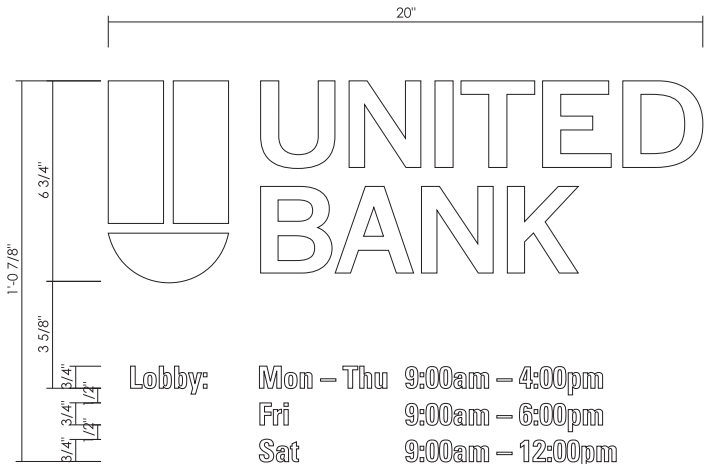
SIGN 2

SPECIFICATIONS

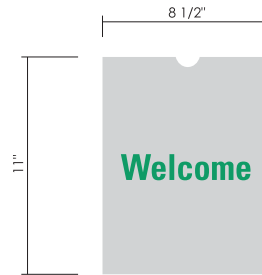
SIGN TYPE: DOOR VINYL

SIGN CODE: UNB-V1-DR

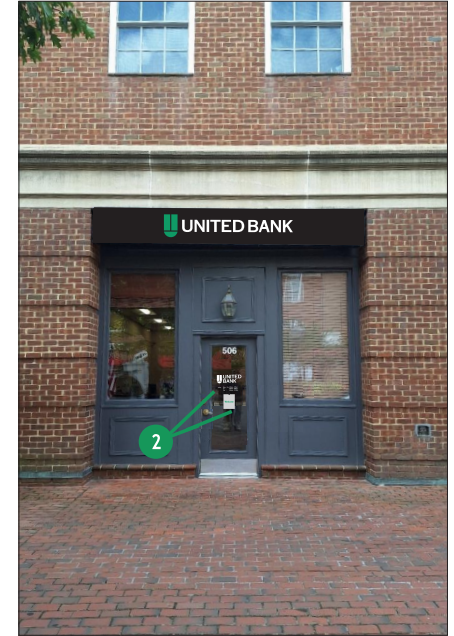
- NOTES:** Remove existing UNB door vinyl and dispose.
Provide and install QTY 1 1'-07/8"x20"
UNB door vinyl with hours of operation to front door.
Customer to provide welcome kit cut out from vinyl.



Lobby: Mon – Thu 9:00am – 4:00pm
Fri 9:00am – 6:00pm
Sat 9:00am – 12:00pm



EXISTING

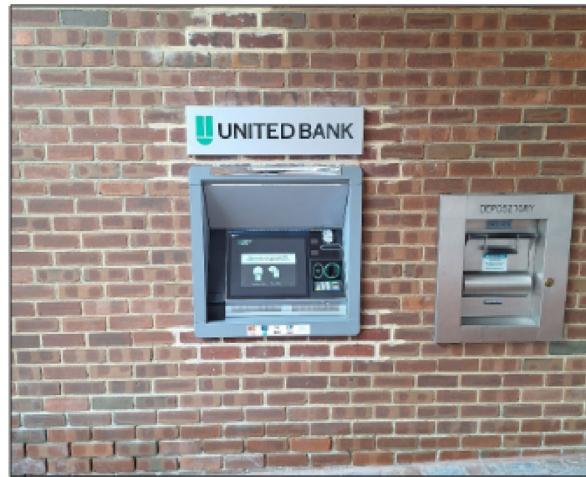


RECOMMENDED

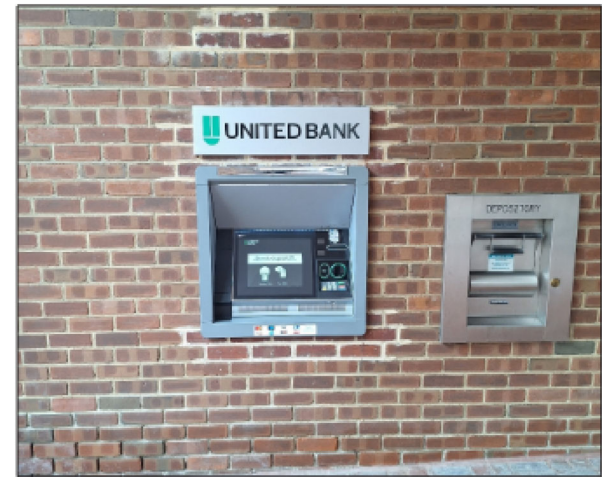
SIGN 3

SPECIFICATIONS

- SIGN TYPE:** ATM WALL SIGN
SIGN CODE: UNB-LAI
NOTES: ATM to remain as is.



EXISTING

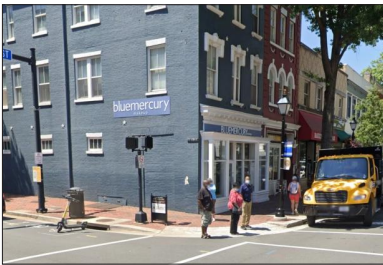


PROPOSED

ADDITIONAL PHOTOS



SURROUNDING BUSINESS PHOTOS



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CODE CHECK

Sign Program – Pre-permit Checklist

INFORMATION

NAME KING STREET	DUPLICATE UNB100-3082-001/283644	DATE 6/9/2024
STREET ADDRESS 506 KING ST	CITY ALEXANDRIA, VA	STATE VA
ZIP CODE 22314-3104	TELEPHONE NO.	FACSIMILE NO.
CONTRACT PERSON	CELL PHONE NO.	
REF. NAME, IF APPLICABLE		
WEB ADDRESS, IF LOCATION	CITY	STATE
		ZIP CODE

Per Campbell, 506 King St is zoned KR, King Street urban retail zone, which is an overlay zone. The property is located in the Old and Historic Alexandria District, which is subject to the purview of the Board of Architectural Review (BAR) in addition to the Zoning Ordinance.

WHAT IS THE ZONING FOR THIS SITE?

Per Campbell, 506 King St is zoned KR, King Street urban retail zone, which is an overlay zone. The property is located in the Old and Historic Alexandria District, which is subject to the purview of the Board of Architectural Review (BAR) in addition to the Zoning Ordinance. Attached are the BAR Admin Sign Policies for signage which can be approved administratively by BAR Staff. Signage which does not meet the Admin policies must receive approval from the BAR at a public hearing. The BAR Admin or full hearing BAR application processes proceed the sign permit.

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IS THERE ANY KIND OF BOARD REVIEW PROCESS FOR THIS SITE

JURISDICTION CITY **City of Alexandria** COUNTY TOWNSHIP

ZONING CONTACT **Campbell Safian**

PHONE **703.746.3860** FAX **NA**

BUILDING DEPARTMENT CONTACT **Alexandria Virginia Permit Center**

PHONE **(703) 746-4200** FAX **NA**

EMAIL **campbell.safian@alexandriava.gov**

PERMITS REQUIRED WITH: CITY COUNTY MTC OTHER

WHAT CODE IS BEING USED: **2021 Virginia Building Code**

SIGN CODE LINK: https://library.municode.com/va/alexandria/codes/zoning?nodeId=ARTIXSI_9-202COSPOVMIUSDISI

GENERAL PERMIT INFORMATION

NO PERMITS REQUIRED FOR ANY SIGNS

DOCUMENTS REQUIRED TO APPLY FOR PERMITS:

SEE NOTES	SEALED ENGINEERING	OWNER/ OPERATOR SIGNATURE ON APPLICATION
<input checked="" type="checkbox"/>	SITE PLAN WITH LANDSCAPE DETAIL	<input checked="" type="checkbox"/> LANDLORD AUTHORIZATION LETTER
<input checked="" type="checkbox"/>	SITE PLAN WITH MEASUREMENTS	<input checked="" type="checkbox"/> JL NUMBERS
<input checked="" type="checkbox"/>	CERTIFIED SITE PLAN	<input checked="" type="checkbox"/> PHOTOS
<input checked="" type="checkbox"/>	ELEVATION DRAWINGS WITH MEASUREMENTS	TAX BILL
<input checked="" type="checkbox"/>	WALL CONSTRUCTION DETAIL	D.O.T. AUTHORIZATION

OTHER - SPECIFY: **Per Campbell, called, engineered drawings are required for sign permits, however, they are not required to be sealed.**

TYPES OF PERMITS TO BE APPLIED FOR AND LENGTHS OF TIME TO OBTAIN:

ELECTRICAL	BUILDING	ZONING
<input checked="" type="checkbox"/> CITY	<input type="checkbox"/> COUNTY	<input type="checkbox"/> OTHER

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AGGREGATE ALLOWANCES (IF APPLICABLE)

ALLOWABLE SIGNAGE AGGREGATE? TOTAL SITE ALLOWANCE: **NA**

SIGNAGE AGGREGATE IS BASED ON: BUILDING FRONTAGE STREET FRONTAGE

ARE THERE ILLUMINATION RESTRICTIONS FOR GROUND SIGNS, IF SO, WHAT ARE THEY?: **NA**

ARE THERE ILLUMINATED RESTRICTIONS FOR WALL SIGNS, IF SO, WHAT ARE THEY?:

Illumination.

(a) Lighted signs facing and in close proximity to a residential zone shall not be illuminated between 10:30 p.m. and 6:30 a.m.

(b) Such signs shall be constructed so that the lighting elements are shielded from view of the residential zone by nontransparent or translucent material or other means designed to eliminate glare.

(c) Illumination is prohibited for all temporary signs.

(d) Internal illumination is prohibited for rectangular panel signs, in accordance with section 9-104(B)(13).

(e) Illuminated signs higher than 35 feet are subject to section 9-104(B)(10).

IS A LICENSED ELECTRICIAN REQUIRED TO MAKE FINAL CONNECTION? YES NO

PLEASE NOTE: S.T.R. MEANS SUBJECT TO REVIEW; NOT STIPULATED BY OFFICIAL, CODE OR WEBSITE

PLEASE NOTE: M.B.R. MEANS MAY BE REQUIRED; NOT STIPULATED BY OFFICIAL, CODE OR WEBSITE

Sign Program – Pre-permit Checklist

WALL SIGN INFORMATION

NO PERMIT REQUIRED

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Regulations herein that are RED are from the BAR sign policies that can be approved administratively. BLACK regulations are from the City's sign code and will require a public hearing.

SO. FOOTAGE ALLOWED BASED ON: BLDG. FRONTAGE STREET FRONTAGE

WALL AREA (%)?

Number and size limits: The total area of all signs displayed on a building wall which faces a street, alley or parking area shall not exceed one square foot for each foot of building width facing the street, alley or parking area.

See notes

Based on aggregate total provisions provided herein, subject to review.

ALLOWED PER WALL:

MUST FACE STREET? Y/N **See -->**

Size and location limitations. Signs permitted within a commercial zone under section 9-202(A) may be displayed on any building wall which faces a street, alley or parking area or may be freestanding signs, and shall comply with the provisions herein.

Number and size limits: The total area of all signs displayed on a building wall which faces a street, alley or parking area shall not exceed one square foot for each foot of building width facing the street, alley or parking area.

Any sign larger than 100 square feet in area shall have each letter or symbol installed as a separately mounted unit. No sign that measures 100 square feet or larger shall consist of an individual panel.

MAX. SIZE ALLOWED PER SIGN?

(A) The area of a sign, or any portion thereof, having a distinctive or ornamental border shall include both the area enclosed by the border, and the area enclosed within the border.

(B) The area of a sign, or any portion thereof, having a distinctive or ornamental background, which sets the background apart from a larger surface so that it forms an integral part or element of the sign, shall include the area of the background.

(C) If any portion of the words, symbols or pictorial elements of a sign extends beyond a border or background or has no border or background, the area of that portion of the sign shall be the area of a rectangle inscribed around it.

(D) If any portion of the words, symbols or pictorial elements of a sign extends beyond a border or background or has no border or background, the area of that portion of the sign shall be the area of a rectangle inscribed around it.

HOW IS SQ. FT. CALCULATED? TOTAL COPY BOX INDIVIDUAL LETTERS

ILLUMINATION.

(a) Lighted signs facing and in close proximity to a residential zone shall not be illuminated between 10:30 p.m. and 6:30 a.m.

(b) Such signs shall be constructed so that the lighting elements are shielded from view of the residential zone by nontransparent or translucent material or other means designed to eliminate glare.

(c) Illumination is prohibited for all temporary signs.

(d) Internal illumination is prohibited for rectangular panel signs, in accordance with section 9-104(B)(13).

(e) Illuminated signs higher than 35 feet are subject to section 9-104(B)(10).

COLOR OR ILLUMINATION RESTRICTIONS?

HT. RESTRICTION OF COPY? **Not stipulated, subject to review.** HEIGHT ON WALL? **Such sign cannot be higher than 20 feet above grade measured from the location immediately below the sign.**

LENGTH RESTRICTION? **Cannot exceed length of the wall.**

WALL PROJECTIONS ALLOWED? Y/N N

MAXIMUM PROJECTION? **Mounting and installation regulations: Such signs shall be wall mounted and may only be mounted flat against the wall.**

IF A WALL SIGN IS REMOVED FROM THE BUILDING AND REINSTALLED ON THE SAME BUILDING, AFTER CONSTRUCTION HAS TAKEN PLACE, DOES THE SIGN REQUIRE A NEW PERMIT? Y/N **Y**

IS A PERMIT REQUIRED IF THE SIGN HAS BEEN ALTERED PRIOR TO REINSTALLATION (A WREYWAY/ACEWAY ADDED TO THE SIGN)? Y/N **Y**

ARE DISCONNECT SWITCHES REQUIRED ON LETTERS? Y/N **Y**

IF ONLY 1 SIGN IS ALLOWED (TOTAL OR ON FRONT ELEVATION), CAN TWO SIGNS BE PUSHED TOGETHER TO COUNT AS ONE SIGN? Y/N **STR**

ARE ENTRY LOGOS CONSIDERED IN THE OVERALL AGGREGATE TOTAL AND IS A PERMIT REQUIRED? Y/N **Y**

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CODE CHECK

DO NON-ILLUMINATED, PIN MOUNTED LETTERS AT ENTRANCE CONSIDERED IN TOTAL SITE AGGREGATE (# AND/OR SQ. FT.) EVEN IF THEY DO NOT REQUIRE A PERMIT? Y/N	<input type="checkbox"/> Y
ARE NON-ILLUMINATED, PIN MOUNT LETTERS AT ENTRANCE CONSIDERED IN TOTAL SITE AGGREGATE (# AND/OR SQ. FT.) EVEN IF THEY DO NOT REQUIRE A PERMIT? Y/N	<input type="checkbox"/> Y
DOES DOOR VINYL REQUIRE A PERMIT? Y/N	<input type="checkbox"/> Y
DO INTERIOR WINDOW SIGNS REQUIRE A PERMIT? Y/N	<input type="checkbox"/> Y
INCLUDE IN TOTAL SITE AGGREGATE (#AND/ SQ. FT.) Y/N	<input type="checkbox"/> N
DOES A NON-ILLUMINATED WALL SIGN REQUIRE A PERMIT? Y/N	<input type="checkbox"/> Y
ARE NON-ILLUMINATED WALL SIGNS THAT DO NOT REQUIRE A PERMIT CONSIDERED IN THE TOTAL SITE # OR TOTAL SITE AGGREGATE? Y/N	<input type="checkbox"/> Y

NOTES:

Per Campbell, The Dept. of Planning and Zoning does not have restrictions on interior signage. The Code Administration dept. may have restrictions on interior signage if the signage does not meet Code regulations.

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of Signs:

Sign Types

A total of any three signs from the following sign types may be approved for a non-corner building and up to four signs may be approved for a corner building (having frontage on two streets or a street and an alley). To receive approval of the maximum number of signs for your building type, one must be a changeable copy sign. Existing wall and projecting signs will be included in the total number of signs. However, all signs on the building, except temporary signs, count toward the total sign area allowed for administrative approval. Only the following sign types qualify for administrative approval.

A wall sign is a sign attached to a wall or painted on or against a flat vertical surface of a structure. The following signs are considered wall signs:

- A flat sign on a backing affixed to a wall;
 - An individual letter, pin-mounted sign installed on a wood frieze board or sign band but not directly installed into a masonry wall;
 - A painted wall sign, provided that it is painted on a frieze board or on an already painted building wall; and,
 - Changeable copy sign
- Only one sign, not to exceed 4 square feet in area, may be installed for on a building;
- It should be located where it does not encroach into the public right-of-way, damage the building or hide building features;
 - It must be constructed of a durable material (such as wood or metal), in a single color, and may be no more than 4 inches deep;
 - No part of the sign may be backlit or internally illuminated. The sign case may have subtle external illumination, such as a concealed LED rope or targeted mini spotlight; and,
 - The sign copy must be changed manually.

Window sign

Window signage may not exceed 20% of the glazing area of the window where it is installed. The total area of window signs shall be included in determining the total area of signs on the wall that contains the window.

Window signs. The total area of window signs, in any one window shall not exceed 20 percent of the glazing area of the window where it is installed. The total area of window signs shall be included in determining the total area of signs erected or displayed on the wall that contains the window.

Sign Program – Pre-permit Checklist

GROUND SIGN INFORMATION: PYLONS AND MONUMENTS	
<input type="checkbox"/> NO PERMIT REQUIRED	
GENERAL INFORMATION:	PERMIT REQUIRED FOR:
<input type="checkbox"/> SEALED ENGINEERING REQUIRED	<input type="checkbox"/> REFACE OF EXISTING SIGN

FOR ENTIRE SIGN	<input type="checkbox"/>	FOUNDATION	<input type="checkbox"/>
FOR FOUNDATION ONLY	<input type="checkbox"/>	EXCAVATION	<input type="checkbox"/>
MAY BE REQUIRED BASED ON SCOPE OF WORK:	<input type="checkbox"/>	ELECTRICAL	<input type="checkbox"/>
	<input type="checkbox"/>	OTHER:	<input type="checkbox"/>
TYPES OF INSPECTIONS REQUIRED:			
FOUNDATION FOOTER BEFORE CONCRETE	<input type="checkbox"/>	ELECTRICAL	<input type="checkbox"/>
FOUNDATION FOOTER AFTER CONCRETE	<input type="checkbox"/>	FINAL	<input type="checkbox"/>
FIRE	<input type="checkbox"/>	OTHER	<input type="checkbox"/>
TOTAL # OF FREESTANDING (POLE) SIGNS ALLOWED PER SITE?	<input type="checkbox"/>	TOTAL # OF GROUND (MONUMENT) SIGNS PER SITE?	<input type="checkbox"/>
MAXIMUM SQ. FT. ALLOWED:	<input type="checkbox"/>	MAXIMUM SQ. FT. ALLOWED:	<input type="checkbox"/>
MAX OVERALL HEIGHT ALLOWED:	<input type="checkbox"/>	MAX OVERALL HEIGHT ALLOWED:	<input type="checkbox"/>
MINIMUM CLEARANCE REQUIRED - HEIGHT TO BOTTOM OF SIGN:	<input type="checkbox"/>	SQ. FT. BASED ON BUILDING FRONTAGE OR STREET FRONTAGE:	<input type="checkbox"/>
SQ. FT. BASED ON BUILDING FRONTAGE OR STREET FRONTAGE:	<input type="checkbox"/>		
WHAT ARE THE RESTRICTIONS FOR PLACEMENT OF SIGNS?			
# ALLOWED ON FRONT OF PROPERTY?	<input type="checkbox"/>	SPACING/DISTANCE RESTRICTIONS?:	<input type="checkbox"/>
# ALLOWED PER STREET FRONTAGE?	<input type="checkbox"/>		
SIGN HEIGHT INCREASES IN SIZE WITH INCREASE IN SETBACK?	<input type="checkbox"/>		
DESIGN WIND LOAD	PSF <input type="checkbox"/> MPH <input type="checkbox"/>	CAN A SIGN BE INSTALLED ON A ROOF? Y/N	<input type="checkbox"/>
MINIMUM SETBACK REQUIREMENTS:			
FROM THE FRONT PROPERTY LINE / RIGHT OF WAY TO FRONT EDGE OF THE SIGN:	<input type="checkbox"/>		
FROM THE SIDE PROPERTY LINE TO THE FRONT EDGE OF THE SIGN:	<input type="checkbox"/>		
FROM THE BACK EDGE OF THE SIDEWALK TO THE FRONT EDGE OF THE SIGN:	<input type="checkbox"/>		
FROM POWER TRANSMISSION LINE, UTILITY POLE, TO THE FRONT EDGE OF THE SIGN:	<input type="checkbox"/>		
SITE TRIANGLE RESTRICTIONS?:	<input type="checkbox"/>		
CAN THE SIGN OVERHANG ON PUBLIC PROPERTY? Y/N	<input type="checkbox"/>	FT	<input type="checkbox"/>
MAXIMUM PROJECTION FROM THE BUILDING?	<input type="checkbox"/>	INCHES	<input type="checkbox"/>
HOW IS SIGN AREA MEASURED?			
DOES THE LEG AREA COUNT? Y/N	<input type="checkbox"/>		
DO BOTH FACES COUNT? Y/N	<input type="checkbox"/>		

NOTES:

This is a multi-tenant property, consult Landlord.

Sign Program – Pre-permit Checklist

FLAG POLES	
PERMIT REQUIRED?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
WHAT ARE THE RESTRICTIONS FOR PLACEMENT OF FLAGPOLES?	
<p>Flags: 1.Number and size limits: One flag per 20 feet (or portion thereof) of lot width with a maximum size of 24 square feet for each flag. The area used for flags shall be deducted from area allowed for permanent wall signage or other temporary wall signage, as permitted</p> <p>Mounting and installation regulations: Freestanding flags may only be attached to a pole less than 35 feet in height. Wall mounted flags may only be on a projecting pole no longer than six feet or may be mounted flat against the wall or on a window provided that the flag does not cover more than 20 percent of the glazing area of the window where it is installed. The clearance under a projecting wall mounted flag shall not be less than eight feet directly below the location where the flag is mounted.</p> <p>MAXIMUM OAH? <input type="checkbox"/></p> <p>MINIMUM SETBACK? <input type="checkbox"/> Not stipulated, subject to review.</p>	

DIRECTIONAL - TRAFFIC CONTROL SIGNS	
<input type="checkbox"/> NO PERMIT REQUIRED	
NO PERMIT REQUIRED IF SIGN IS "X" HEIGHT AND "WIDTH" FOOTAGE?	<input type="checkbox"/> NA
NO PERMIT REQUIRED IF SIGN IS BELOW A CERTAIN SQ. FOOTAGE?	<input type="checkbox"/> NA
ARE DIRECTIONAL SIGNS ALLOWED? Y/N	<input type="checkbox"/> Landlord
IS THE BASE PLATE REQUIRED FOR DIRECTIONAL SIGNS? Y/N	<input type="checkbox"/> MBR
MAXIMUM # OF DIRECTIONALS PER SITE? width	<input type="checkbox"/> Maximum of five signs per property for each street frontage per 100 feet of lot
MAXIMUM HEIGHT ALLOWED? Less than 36 inches.	<input type="checkbox"/> Not stipulated, subject to site plan review.
ARE LOGOS ALLOWED? Y/N	<input type="checkbox"/> site plan review.

PERMITTING INFORMATION	
ZONING DEPARTMENT FEES:	https://www.alexandriava.gov/planning-and-zoning/planning-and-zoning-applications-forms-fees-and-schedules
BUILDING DEPARTMENT FEES:	https://www.alexandriava.gov/sites/default/files/2024-07/fee_schedule_rev_2024_0.pdf
AVERAGE LENGTH OF TIME TO OBTAIN PERMITS:	<input type="checkbox"/> 4 to 6 weeks
SUBMITTAL REQUIREMENTS:	
APPLICATION PER SIGN? Y/N	<input type="checkbox"/> N <input type="checkbox"/> Y
BUILDING ELEVATIONS REQUIRED? Y/N	<input type="checkbox"/> Y <input type="checkbox"/> N
COLOR RENDERINGS W/ DIMENSION REQUIRED? Y/N	<input type="checkbox"/> Y <input type="checkbox"/> N
APPLICATION PER SITE? Y/N	<input type="checkbox"/> Y <input type="checkbox"/> N
# OF COPIES? <input type="checkbox"/> ONLINE	
# OF COPIES? <input type="checkbox"/> ONLINE	

accepting this document assumes custody and agrees that this document will not be copied or reproduced in whole or in part, nor its contents revealed in any manner or to any person except for the purpose for which it was tendered, nor any special features peculiar to this design be incorporated in other projects.

CODE CHECK

SITE PLAN REQUIRED? Y/N Y # OF COPIES? ONLINE

DOES THE SITE PLAN HAVE TO SHOW EASEMENTS? Y/N Y

PROPERTY OWNER SIGNATURE ON APP? Y/N N NOTARIZED SIGNATURE REQ? Y/N N

LEGAL DESCRIPTION? Y/N N APPLIED FOR BY MAIL? Y/N N FAX? N

IS LANDLORD LETTER ACCEPTABLE? Y/N Y MAIL ZONING? BLDG IN PERSON? Y/N N FAX# NA

SUB HAS TO SECURE IN PERSON? Y/N N FAX TO: NA

NOTES:

Per Campbell, Scaled, engineered drawings are required for sign permits, however, they are not required to be sealed.

Per Campbell, he property is located in the Old and Historic Alexandria District, which is subject to the purview of the Board of Architectural Review (BAR) in addition to the Zoning Ordinance. Attached are the BAR Admin Sign Policies for signage which can be approved administratively by BAR Staff. Signage which does not meet the Admin policies must receive approval from the BAR at a public hearing. The BAR Admin or full hearing BAR application processes proceed the sign permit.

<https://www.alexandriava.gov/Preservation>

Sign Program – Pre-permit Checklist

VARIANCE INFORMATION

IS A VARIANCE FOR SIGNAGE ALLOWED? Y/N Y

DOCUMENTS NEEDED TO APPLY FOR VARIANCE:

MBR	SEALED ENGINEERING	<input type="checkbox"/>	OPERATOR/OWNER SIGNATURE ON APPLICATION
X	PLOT PLAN / LEGAL DESCRIPTION	<input checked="" type="checkbox"/>	LANDLORD AUTHORIZATION
X	SITE PLAN W/ MEASUREMENTS	<input type="checkbox"/>	UTIL NUMBERS
X	ELEVATION DRAWINGS W/ MEASUREMENTS	<input checked="" type="checkbox"/>	PHOTOS
MBR	STRESS ANALYSIS REPORT	<input type="checkbox"/>	OTHER

DO WE HAVE TO APPLY FOR PERMITS & GET DENIED 1ST? **Yes**

HOW OFTEN DOES THE ZONING BOARD OF APPEALS MEET? **The Board of Zoning Appeals typically meets on the 2nd Monday of the month at 7pm.**

WHAT IS THE AVERAGE COST FOR A VARIANCE? **\$785.00 and up.**

IN YOUR OPINION WOULD A VARIANCE BE GRANTED? **Depends on the scope of work** CHANCES OF APPROVAL? **25%**

NEXT THREE DEADLINES? https://www.alexandriava.gov/sites/default/files/2024-05/sign_app_final_fillable.pdf

NEXT THREE MEETING DATES? https://www.alexandriava.gov/sites/default/files/2024-04/bza_schedule_updated_4.3.24.pdf

TIME AND PLACE OF MEETING **7pm, 301 King Street, Room 2100, Alexandria, VA 22314**

DOES THE SIGN REP HAVE TO BE PRESENT FOR THE MEETING?

Y/N	Yes	LAWYER?	N	SIGN REP?	Y	CUSTOMER?	N
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IS THERE AN APPLICATION? Y/N Y FAXING APPLICATION? Y/N N

LINK TO CODE	https://library.municode.com/va/alexandria/codes/zoning?nodeId=ARTIXSI_9-202COSPOVMIIUS
LINK TO PERMIT APPLICATION	https://www.alexandriava.gov/sites/default/files/2024-05/sign_app_final_fillable.pdf
PERMIT INSTRUCTIONS	https://www.alexandriava.gov/Preservation
LINK TO VARIANCE APPLICATION	https://media.alexandriava.gov/docs/archives/planning/info/forms/29-bza-variance-1-2.pdf
LINK TO VARIANCE INSTRUCTIONS	https://www.alexandriava.gov/sites/default/files/2024-04/2024_bza_schedule_updated_4.3.24.pdf

This code check is provided with the assumption that you will get the landlord / property owner approval. The information herein is limited to what the city has told us, and we cannot be responsible if they do not inform us that a sign plan is in place. We strongly encourage you to check your lease for landlord criteria and to apply for permits before manufacturing a sign. Sign criteria is reported as presented to us as of the "Completion Date". ETD is not responsible for changes to local sign code after the completion date, nor for the review process interpretations, calculations or fees of local authorities. It is understood that a permit will be obtained prior to manufacture, if required by authorities. The recipient of this code check understands and agrees to the following: This code check is not exclusive and should not be used in place of the definitions, prohibitions and exemptions of the ordinance. This code check is good for the day on which it is completed only. Information contained herein is a guideline and should not in any way be taken as a permit approval. Signs should not be produced until the permit has been issued. Zoning approval is often subject to interpretation that said official makes of the ordinance for their city/county/township; we cannot be held responsible for verbal answers and interpretation. This code check is completed without the knowledge of specific project details and Expedite The Diehl LLC does with assume any liability we simply provide the code information based on the current code. 2024

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THANK YOU!

