



Department of Planning and Zoning

Town of Vienna, Virginia

127 Center St. South

Vienna, VA 22180

Phone: 703-255-6341 | Email: DPZ@viennava.gov

Hours: Monday – Friday, 8:00 am – 4:30 pm

OFFICE USE ONLY
MUNIS No.: _____
Sign Permit No.: _____

TEMPORARY SIGN APPLICATION

This application must be accompanied by an image of the proposed temporary sign with dimensions. The application and sign image may be submitted by email: DPZ@viennava.gov.

PROPERTY ADDRESS: _____

Business Name: _____

Legal Description: _____ Zoning: _____

APPLICANT: _____ Title: _____

Business or Organization: _____

Address: _____

State & Zip: _____

Email: _____ Phone: _____

SIGN DETAILS

Sign Display Start Date: _____ Sign Display End: _____ Total Days Requested: _____

Sign Material & Mounting: _____

Building Façade Width: _____ ft. _____ in.

Sign Width: _____ ft. _____ in.

Sign Height: _____ ft. _____ in.

TOTAL SIGN AREA: _____ sq. ft.

SIGN TEXT:

APPLICANT SIGNATURE

Applicant Signature: _____ Date: _____

TEMPORARY SIGN REGULATIONS

- Temporary Sign Permits expire after 30 days without exception; no extensions are granted. Signs to be displayed for greater than 30 days require review as permanent signs by the Board of Architectural Review.
- The total sign area may not to exceed two square feet per linear footage of storefront fronting the principal street, nor a maximum of 120 square feet.
- Temporary signs must be a banner or other material intended for outdoor use, affixed securely on the façade of a building or mounting located on private property setback 10 feet from the right-of-way.
- No flag signs, pendants, or other types of signs intended for mechanical or wind-activated movement are allowed in the Town of Vienna. Attention getting devices, including temporary lighting, balloons, and other floating signs are not permitted.
- Town Code Section 18-178.10 of the Vienna Town Code prohibits the use of telephone numbers, web addresses etc., except in the case of 'For Sale' or 'For Rent' signs.