



TEMPORARY SIGN APPLICATION

(City Code §110-4.6.12.)

\$26.00 NON REFUNDABLE FEE

The following procedure is provided to assist you in obtaining the required permit that must be issued PRIOR to installing a TEMPORARY sign. Please familiarize yourself with these procedures, then prepare: 1) the completed application form, 2) prohibited sign form (with tenant signature), 3) attached drawing template, 4) the required sign permit fee. Bring these documents to the City of Fairfax Zoning Division office at the above address. For more information please call 703-385-7820.

ATTENTION:

While visiting the Zoning Division office please inquire about a Zoning Permit for Commercial Use and Occupancy.

The required permit will not be issued until steps 1-5 have been completed:

- 1) Application form.** The applicant submits a completed Temporary Sign application form to the Zoning Division with all information requested on the application filled in.

Two (2) signatures are required on the application form:

- The applicant, and
- The property owner or owner's agent affidavit.

- 2) Sign Permit Fee.** The non-refundable permit fee is due at time of application submission.
- 3) Drawing.** Fill in all information requested on the attached template to show the words and dimensions of the sign proposal. One side of the form is for BUILDING-MOUNTED BANNERS and one side of the form is for GROUND-MOUNTED signs.
- 4) Completeness Review.** The application form will be reviewed for completeness within five business days of submission. If more information is required, the applicant will be notified of the additional information that remains outstanding.
- 5) Staff Review.** The review for approval may take up to 15 days after the application has been determined complete.
- 6) Permit Issuance.** Once approved, the applicant will receive an email notifying the applicant that the Temporary Sign has been approved.
- 7) Removal.** A temporary sign may only be displayed for the dates specified on the approved application. The Applicant is responsible for removing the sign by the expiration date specified to avoid any Notices of Violation and possible fines.

The City of Fairfax is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability, please call 703-385-7930, (TTY 711)



TEMPORARY SIGN APPLICATION

(City Code §110-4.6.12.)

BUSINESS DETAILS

1) Name of the Business where sign will be located _____

2) Street Address of the Business where sign will be located _____ Suite Number _____

3) Business Phone Number _____ Business Email _____

TEMPORARY SIGN CATEGORY (CHECK ONE) \$26.00 NON-REFUNDABLE FEE or \$26.00 PER 100 POLITICAL SIGNS LESS THAN 10 SQ FEET.

Announcement Construction Political & Noncommercial Real Estate Special Event

SIGN DIMENSIONS

The following sign dimensions are required. The sign FACE is:

HOW MANY FEET HIGH _____ HOW MANY FEET LONG _____ TOTAL SQ. FEET (LENGTH X HEIGHT) _____

GROUND MOUNTED – ADDITIONAL INFORMATION

What is the total height of the sign from grade to top of sign (includes the top of any structure the sign is mounted on) _____ FEET

What is the total distance of the sign from the property lines? _____ FEET

LOCATION OF SIGN (CHECK ONE & PROVIDE DESCRIPTION)

Building-mounted Fence Land Wall Window Other _____

Description of location (example: on wall above entrance): _____

DATES TO BE POSTED

Date Posted _____ Date Expires (sign must be removed by this date) _____

OFFICE USE ONLY

Case# _____ Tax Map _____ FP YES NO RPA YES NO

Historic YES NO Transition YES NO Receipt # _____ Fee Amount _____

RL RM RH RT RT-6 RMF CL CO CR CU CG IL IH PD-M PD-R PD-C PD-1

This Application is Approved By _____ Date _____

ZONING OFFICIAL

ZONING OFFICAL COMMENTS: _____

ZONING REQUIREMENTS

GENERAL DESCRIPTION (City Code §110-4.6.12.A)

On-premises signs constructed of cloth, fabric, or other lightweight temporary material with or without a structural frame intended for a limited period of display.

ANNOUNCEMENT OR PROMOTIONAL SIGNS (City Code §110-4.6.12.B)

Description: Signs making any commercial or noncommercial announcements or promoting something, including but not limited to, advertising the opening or commercial or noncommercial establishments, coming soon, going out-of-business, store closing special sales events or products, and similar signs, including banners.

Area: Not to exceed 32 square feet.

Location: Such signs shall be located where permanent building-mounted or window signs may be located or on the subject land at least 10 feet from all property lines where no buildings exists.

Duration: Permitted for a maximum of 30 days per event, and up to 90 days per year.



CONSTRUCTION SIGNS (City Code §110-4.6.12.C)

Description: On premises signs identifying architects, engineers, contractors and other individuals or firms involved with construction on the premises, the name of the building or project, the intended purpose of the building, and/or the expected completion date.

Area: Not to exceed 10 square feet in residential districts, 32 square feet in non-residential districts.

Height: Not to exceed five feet in height.

Number: A maximum total of two such signs per development. No individual residential unit may have more than one such sign.

Location: Located on the subject land or premises advertised at least 10 feet from all property lines, or on a fence (permanent or temporary) or wall.

Duration: Must be removed prior to the issuance of a final zoning permit.



POLITICAL AND NONCOMMERCIAL SIGNS (City Code §110-4.6.12.D)

Description: On-premises signs expressing support for a candidate for public office or other position regarding a public figure or any noncommercial message.

Area: Not to exceed 10 square feet in residential districts, 32 square feet in non-residential districts.

Number: Limited to a maximum of one sign per street frontage.

Height: Not to exceed five feet in height.

Location: Located on the subject land, building or premises advertised at least 10 feet from all property lines, or on a fence (permanent or temporary) or wall.

Duration: Placed for a maximum of 90 days.



REAL ESTATE SIGNS (City Code §110-4.6.12.E)

Description: On-premises signs advertising the premises for sale, rent or lease.

Area: Not to exceed 10 square feet in residential districts, 32 square feet in non-residential districts.

Number: Limited to a maximum of one sign per street frontage.

Height: Not to exceed five feet in height.

Location: Located on the subject land, building or premises advertised at least 10 feet from all property lines, or on a fence (permanent or temporary) or wall.

Duration: Must be removed upon settlement or closing of sale, or leasing of 75 percent of leasable floor area.



SEASONAL PRODUCT SALES (City Code §110-4.6.12.F)

Description: On-premises signs displayed in conjunction with a seasonal stand or vendor location for seasonal sales, of produce, fireworks, Christmas trees and similar products.

Area: Not to exceed 32 square feet.

Location: Located must not impede pedestrian flow.

Height: Not to exceed five feet in height.

Duration: Such signs shall have the same duration as the associated temporary use.



SPECIAL EVENT (City Code §110-4.6.12.G)

Description: On-premises signs advertising special events sponsored or co-sponsored by the city, community group or any other nonprofit organization, or other entities allowed to conduct events under §3.5.6.C.1(a) and §3.5.6.J, including banners.

Area: Not to exceed 32 square feet.

Location: Such signs shall be located where permanent building-mounted or window signs may be located or on the subject land at least 10 feet from all property lines where no building exists.

Duration: Permitted for a maximum of 30 days per event, and up to 90 days per year.

ACKNOWLEDGEMENT STATEMENT

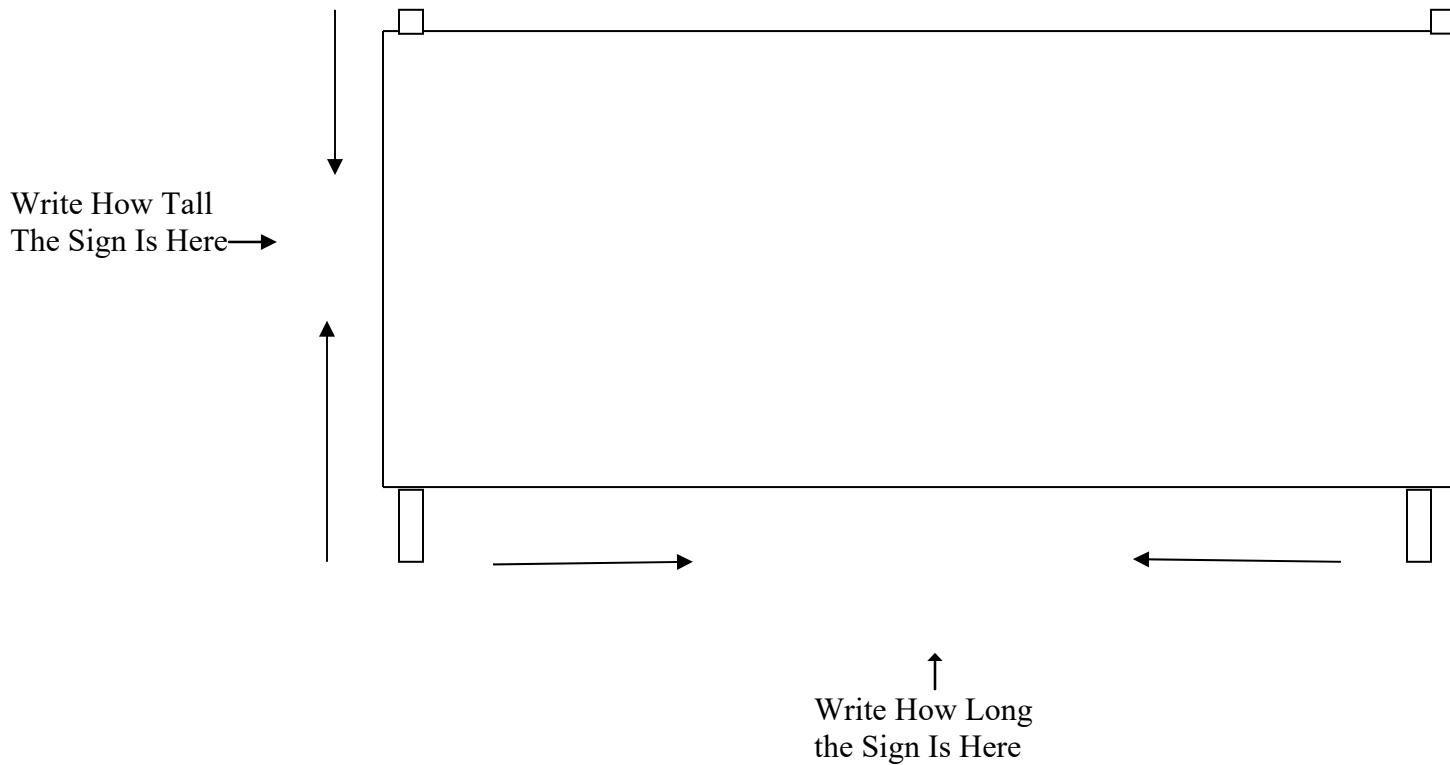
I HAVE READ AND UNDERSTAND THE AREA, HEIGHT, NUMBER, LOCATION AND DURATION REQUIREMENTS AS STIPULATED IN CITY CODE §110-4.6.12.

Applicant's Signature (**REQUIRED**) _____ Date _____

**SUBMIT THIS TEMPLATE WITH YOUR APPLICATION
ONE SIDE IS FOR BUILDING-MOUNTED / ONE SIDE IS FOR GROUND-MOUNTED**

Write What Your Temporary **GROUND-MOUNTED Sign Says Here**
TEMPORARY ANNOUNCEMENT OR PROMOTIONAL SIGNS ARE ONLY ALLOWED AS BUILDING-MOUNTED SIGNAGE.

NOT TO EXCEED FIVE FEET IN HEIGHT



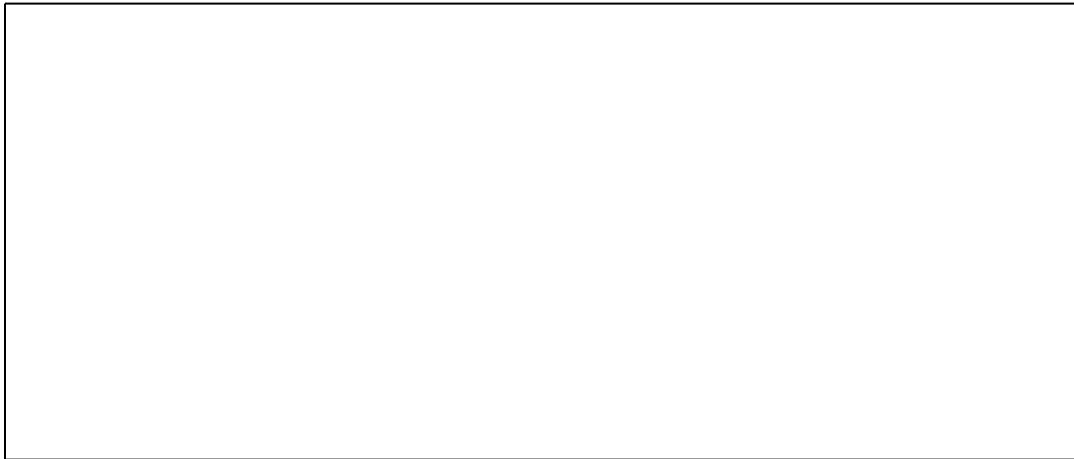
Approved By: _____

Date: _____ REMOVE SIGN BY THIS DATE _____
N:\Zoning\Applications - Information Packages\Temporary Sign Application\Tempoary Sign Draw 2016.doc

SUBMIT THIS TEMPLATE WITH YOUR APPLICATION
ONE SIDE IS FOR BUILDING-MOUNTED / ONE SIDE IS FOR GROUND-MOUNTED

Write What Your Temporary **BUILDING-MOUNTED** Sign Says Here

Write How Tall
the Sign is Here →



↑
Write How Long
the Sign is here

Approved By: _____

Date: _____ **REMOVE SIGN BY THIS DATE** _____
N:\Zoning\Applications - Information Packages\Temporary Sign Application\Tempoary Sign Draw 2016.doc



Prohibited Signs In the City of Fairfax

Prohibited Signs – General Standards

(City Code §110-4.6.4.)

Signs with the following general characteristics are prohibited in the City of Fairfax:

1. Signs located in a manner that would constitute a hazard to the public health, safety and welfare;
2. Signs imitating or closely resembling official traffic or government signs or signals, except for traffic control signs on private streets;
3. Signs displaying flashing or intermittent lights or lights of changing degrees of intensity, including signs utilizing electronic technology;
4. Portable spotlights or beacons used as advertising to draw attention to any use;
5. Signs painted on or attached to bike racks, bollards, hydrants, parking meters, public benches, refuse containers, sidewalks or walkways, street light poles, trees, utility poles and similar facilities;
6. Signs which display “obscene, indecent, or immoral matter”; and
7. Any commercial display of vehicles with open hoods, trunks, or doors; or located on a building, ramp or other elevated structure.

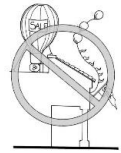
Prohibited Sign Types

(City Code §110-4.6.4.)

The following sign types are specifically prohibited:

1. Moving signs and devices intended to attract attention

Moving signs or devices intended to attract attention, all or any part of which is intended to move, including but not limited to pennants, balloons, propellers, discs, flutter and feather flags, inflatables, wavy man advertising, and handhelds; provided, traditional barber pole signs may include the traditional spinning, red/white, internal element.



2. Billboards and other off-site signs

3. A sign that describes or calls attention to products, activities, or services that are not customarily engaged in, produced, or sold on the premises upon which the sign is located.



4. Pole (or pylon) and stick in the ground signs

A sign erected on a vertical framework of one or more uprights, supported by the ground, except as permitted by §4.6.12.

5. Portable signs

Any sign not permanently attached to the ground or other permanent structure or a sign designed to be transported, including, but not limited to, signs designed to be transported by means of wheels, except for sandwich board signs as permitted by §4.6.11.



6. Roof signs

A sign or signs erected, constructed, or maintained above or on any part of the roof of the building, except allowed for wall signs.



7. Signs on vehicles and trailers

Signs attached to, painted on, or displayed on vehicles and trailers conspicuously parked in places visible from public rights-of-way. This prohibition does not apply to commercial vehicles parked at the business establishment for which the primary use of the vehicle is delivery, service, or passenger transport.



Disclaimer: The information provided is intended as a guide only. If you have a sign that you are not sure is permitted please contact the Zoning Office at 703-385-7820. The use of Prohibited Signs will result in a Notice of Violation followed by monetary fines.



Prohibited Signs

(City Code §110-4.6.4)

These are examples of prohibited signs:



1. **Moving / Inflatables** - Moving signs or devices intended to attract attention, all or any part of which is intended to move, including but not limited to pennants, balloons, propellers, discs, flutter and feather flags, inflatables, wavy man advertising, and handhelds.
2. **Window with exposed light source**
3. **Neon** - Greater than 2 sq. ft.
4. **Signs on vehicles or trailers** - Signs painted or displayed on vehicles or trailers conspicuously parked in places visible from public rights-of-way.
5. **Roof Signs** - A sign or signs erected, constructed, or maintained above or on any part of the roof of the building, except as specifically allowed for wall signs.
6. **Pole (or pylon) and stick in the ground** - Signs painted on or attached to bike racks, bollards, hydrants, parking meters, public benches, refuse containers, sidewalks or walkways, street light poles, trees, utility poles and similar facilities.