

## Checklist for submitting a sign permit application

- One (1) completed sign permit application is required for each proposed sign.
- Three (3) color renderings of each proposed sign. Must include dimensions, area, height, setbacks, etc.
- For freestanding sign, plans must include the dimensions (length, width, depth & height) of the proposed sign, and satisfy the requirements.
- Signs displaying electronic message boards are prohibited from displaying flashing or intermittent lights or lights of changing degrees of intensity of color or moving copy.
- Convenience signs that direct on-site traffic are limited to two (2) square feet in area.
- Provide the background color of each illuminated sign.
- For building-mounted signs, an elevation drawing that indicates the location on the building where the proposed building-mounted sign will be placed.
- A letter from the property owner/agent authorizing the applicant to install a sign on their property.
- A copy of the applicant's Non-Residential Use Permit (Non-RUP/Occupancy).
- For a complete step by step permit review process guide, please refer to the brochure: [Installing Signs on Private Property](#)
- Most signs require a building permit, please refer to:  
[fairfaxcounty.gov/dpz/zoning/signpamplet.pdf](http://fairfaxcounty.gov/dpz/zoning/signpamplet.pdf)



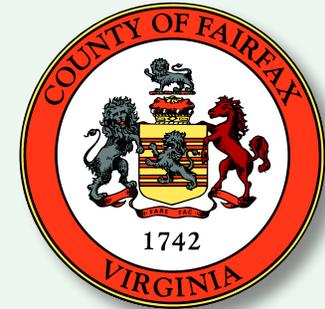
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## SIGN PERMIT GUIDELINES FOR PLACES OF WORSHIP

In Fairfax County, churches, chapels, temples, synagogues, and other such places of worship including schools, monasteries and seminaries directly affiliated with such uses require approved permits prior to sign installation. This pamphlet provides a summary of several popular sign designs and specifications for places of worship.

The Zoning Ordinance identifies sign specifications for places of worship. This includes:

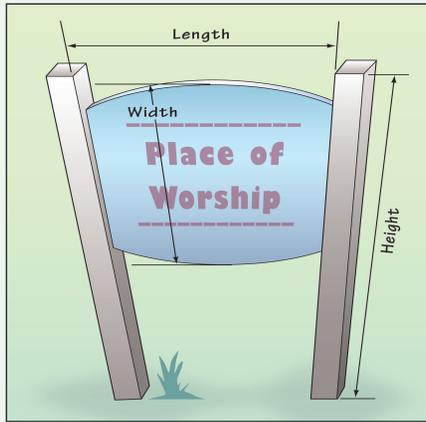
### **Freestanding sign maximums:**

- Number - In most cases, only (1) sign
- Area - 40 square feet
- Height - 8 feet
- Location - Minimum of 10 feet from any lot line

### **Building-mounted sign maximums:**

- Maximum combined total of 50 square feet for all building-mounted signs.

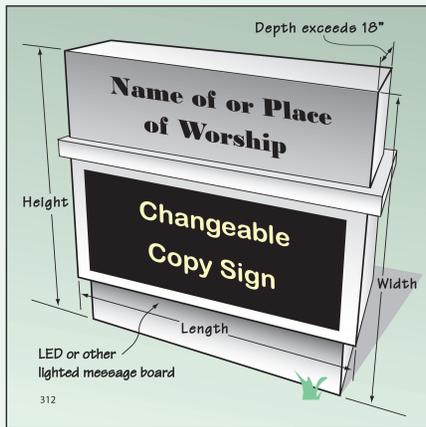
When more than one congregation occupies space in a place of worship, two (2) free-standing signs shall be permitted. Several popular design examples of freestanding signs follow.



**Example 1:** If the sign faces are parallel to each other and the space between the two (2) faces is 18 inches or less, the area of one (1) sign face shall be used to determine sign area.

$$\text{Area} = \text{Length} \times \text{Width} (L \times W)$$

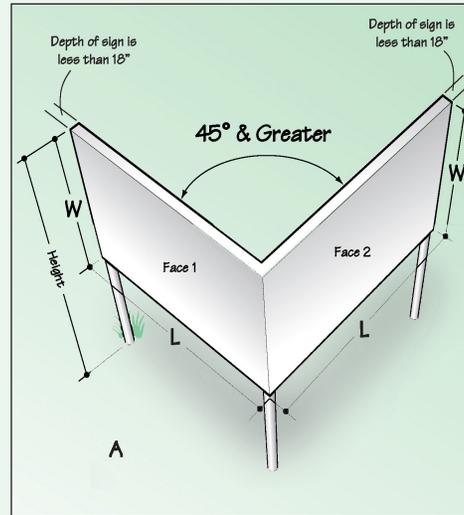
Par. 3C(1) of Sect. 12-105 of the Zoning Ordinance



**Example 2:** If the sign faces are parallel to each other, and the interior distance or space between the two (2) faces is greater than eighteen (18) inches, the area of one sign face and a side of the sign shall be used in calculating sign area.

$$\begin{aligned} \text{Length} \times \text{Width} (L \times W) &= \text{Area of One Face} \\ + \text{Width} \times \text{Depth} (W \times D) &= \text{Area of Side of Sign} \\ &= \text{Sign Area} \end{aligned}$$

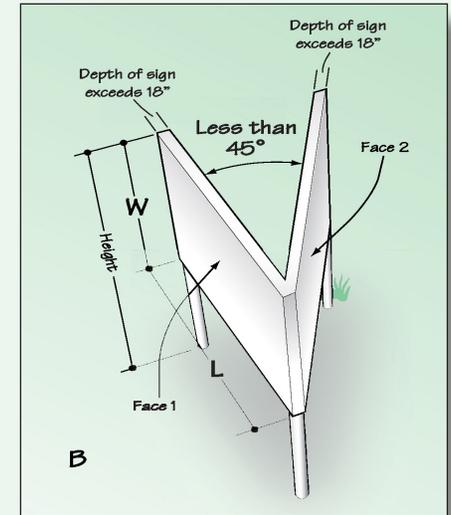
Par. 3C(2) of Sect. 12-105 of the Zoning Ordinance



**Example 3:** If the sign faces are separated by an interior angle of forty-five degrees (45°) or greater, all faces shall be included in the area of the sign area.

$$\begin{aligned} \text{Length} \times \text{Width} (L \times W) &= \text{Area of Sign Face 1} \\ + \text{Length} \times \text{Width} (L \times W) &= \text{Area of Sign Face 2} \\ &= \text{Sign Area} \end{aligned}$$

Par. 3A of Sect. 12-105 of the Zoning Ordinance

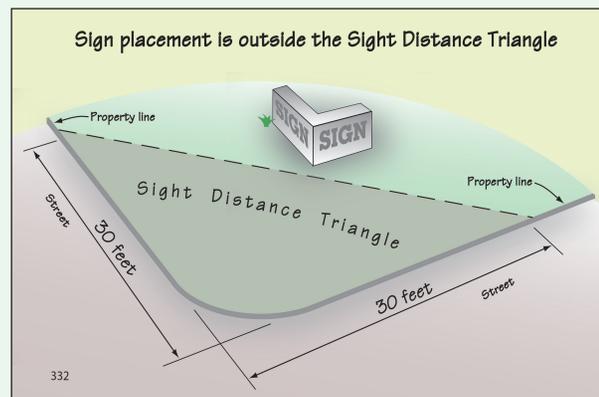


**Example 4:** If the sign faces are separated by an interior angle that is less than forty-five degrees (45°), the sign area shall be:

- (1) The area of one (1) face when the two (2) faces are equal in area.
- (2) The area of the larger face shall be used when the two (2) faces are unequal in area.

$$\text{Area} = \text{Length} \times \text{Width} (L \times W) \text{ of the largest face}$$

Par. 3B of Sect. 12-105 of the Zoning Ordinance



### The Sight Distance Triangle

For safety reasons, placing a sign within the sight distance triangle is discouraged. See Sect. 2-505, of the Zoning Ordinance for the sight distance triangle limitations on a corner lot.