

ADMINISTRATIVE COMPREHENSIVE SIGN PLAN (ACSP)

In accordance with Article 12 of the Fairfax County Zoning Ordinance, the Zoning Administrator may authorize a different allotment of sign area to the various tenants of a building or buildings by approval of an Administrative Comprehensive Sign Plan (ACSP).

ACSP APPLICATION SUBMISSION REQUIREMENTS:

- ACSP Application Form, (signed and dated)
- Sign Matrix (use county template)
- Elevation Drawings
- Property Owner/Management Permission Letter
- \$95 application fee

An [online payment](https://www.fairfaxcounty.gov/planning-development/online-payments) option (<https://www.fairfaxcounty.gov/planning-development/online-payments>) is available. If the online payment option is used, a copy of the online payment receipt must be provided at the time of application submission. Payment may also be made by check made payable to Fairfax County. All email submissions require online payment.

Please submit your application package:

By Email at: DPDMailforZPB-SPS@FairfaxCounty.gov

By Mail at: Department of Planning and Development
Zoning Permits Branch- Sign Permits Section
12055 Government Center Parkway, Suite 829
Fairfax, VA 22035

By Drop-Box at: The Zoning Permits Branch Drop Box
(located at the front of the Herrity Building)
12055 Government Center Parkway, Fairfax, VA 22035.

Should you have any questions, please contact via email at:
DPDMailforZPB-SPS@FairfaxCounty.gov or call 703-324-4300 , TTY 711.

Thank you.

Department of Planning & Development
Zoning Administration Division
Zoning Permits Branch
 12055 Government Center Parkway
 Suite 829
 Fairfax, VA 22035-5504
 703.324.4300, TTY 711
<https://www.fairfaxcounty.gov>



ADMINISTRATIVE COMPREHENSIVE SIGN PLAN (ACSP) APPLICATION

PROPERTY INFORMATION
Street Address:

APPLICANT/AGENT INFORMATION		
Name:	Job Title:	
Street Address:		
City:	State:	ZIP Code:
Telephone Number(s):	Email:	

PROPERTY OWNER/MANAGEMENT INFORMATION <i>(if different from Applicant/Agent)</i>		
Name:	Job Title:	
Street Address:		
City:	State:	ZIP Code:
Telephone Number(s):	Email:	

Is this application prompted by a Zoning violation?
YES NO <i>If yes, Zoning Violation Number:</i> <input type="checkbox"/> <input type="checkbox"/>
Is this application prompted by a failed permit?
YES NO <i>If yes, Permit Number:</i> <input type="checkbox"/> <input type="checkbox"/>

SUBMISSION REQUIREMENTS	
<input type="checkbox"/>	Sign Matrix (use county template)
<input type="checkbox"/>	Elevation Drawings
<input type="checkbox"/>	Property Owner/Management Permission Letter
<input type="checkbox"/>	\$95 application fee (check or ACH online payment only)

CERTIFICATION	
<p><i>I hereby certify and acknowledge that the approval of this application shall not release the owner or agent from making application to and obtaining the Zoning Administrator's approval of the required sign permits prior to the installation of and/or placement of any signs on the subject property; and that an updated sign matrix will be required with each new sign permit application submission.</i></p>	
Signature: _____	
Printed Name: _____ Date: _____	

FOR OFFICE USE ONLY	
ZIB Log #:	<input type="checkbox"/> Approved – See attached <input type="checkbox"/> Failed -- See attached
Reviewer:	Staff Comments:
Signature:	Date:

Distribution:
 Applicant

ADMINISTRATIVE COMPREHENSIVE SIGN PLAN (ACSP) MATRIX

Street Address: _____

Application Date: _____

Building Frontage: _____

Tax Map Number: _____

Zoning District: _____

Please fill out the table below with all requested sign information:

Unit or Suite	Sign Area Granted by Management (square feet)	Existing Sign Area (square feet)	Sign Permit Number if Existing	Notes

Total Sign Area Permitted by Zoning Ordinance (square feet)	Total Sign Area Granted by Management (square feet)	Total Existing Sign Area (square feet)