

**SUBMISSION REQUIREMENTS AND  
INSTRUCTIONS FOR COMPLETION OF A  
COMPREHENSIVE SIGN PLAN APPLICATION**

The following items should be submitted to the Zoning Evaluation Division, Department of Planning and Development, located at 12055 Government Center Parkway, Suite 801, Fairfax, Virginia 22035. For questions and/or assistance, please call 703-324-1290.

- \_\_\_\_\_ 1. An application form completed and signed by the applicant (with CSP or CSPA checked)
- \_\_\_\_\_ 2. An application filed by an agent, contract purchaser or lessee shall include a notarized written statement signed by the property owner indicating the owner's endorsement of the application.
- \_\_\_\_\_ 3. One (1) copy of a current Fairfax County Tax Map Zoning Section Sheet, at a scale not less than one inch equals five hundred feet (1" = 500'), showing:
  - a. The boundaries of the subject property outlined in red; and
  - b. Major thoroughfare access to the property and any known plans for future widening as indicated in the adopted Comprehensive Plan or a plan prepared by the Virginia Department of Transportation.

If more than one (1) Zoning Section Sheet is required to cover the subject property, such sheets shall be attached so as to create an intelligible map.
- \_\_\_\_\_ 4. Four (4) copies of a written Statement of Justification outlining the request.
- \_\_\_\_\_ 5. Comprehensive Sign Plan Exhibit must contain:
  - a. Site photographs
  - b. Elevation renderings of signs proposed;
  - c. Site Plan/Development Plan showing sign location(s);
  - d. Sign matrix showing the size, height (measured from the lowest grade to the highest point) and extent of all proposed signs within the P District or section thereof, as well as the nature of information to be displayed on the sign(s) and;
  - e. Sign matrix must also include a comparison of the amount of signage allowable by-right and the amount of proposed signage in the Comprehensive Sign Plan application.
- \_\_\_\_\_ 6. Filing fee in the amount of \$8,260.00 for a new Comprehensive Sign Plan (CSP) application and \$4,130.00 for a Comprehensive Sign Plan Amendment (CSPA) application.
- \_\_\_\_\_ 7. The submission of 23 full sets of a Plan and Sign Plan Exhibit will be required once staff has determined the application is accepted.