



## **ADDITIONAL MESSAGE SIGN APPLICATION**

*(City Code §110-4.6.12.)*

\$26.00 NON REFUNDABLE FEE

The following procedures are provided to assist you in obtaining the required permit that must be issued **PRIOR** to installing an ADDITIONAL MESSAGE SIGN. Please familiarize yourself with these procedures and then prepare: 1) the completed application form and 2) the required sign permit fee. Bring or mail these documents to the City of Fairfax Zoning Division office at the above address.

**Attention: Additional information about Message Signs can be found on the Zoning webpage [Zoning Text Amendments \(Signs\) | City of Fairfax, VA \(fairfaxva.gov\)](#)**

The required Sign Permit will not be issued until steps 1-5 are completed:

- 1) **Application form.** The applicant submits a completed Additional Message Sign application form to the Zoning Division with all information requested on the application filled in. Be sure to indicate if you are applying for PROPERTY OWNER MESSAGE SIGNS or GROUP OR ORGANIZATION MESSAGE SIGNS (100 signs per permit).  
Two (2) signatures are required on the application form:
  - The applicant, and
  - The property owner or agent (representing the owner, group, or organization) affidavit.
- 2) **Sign Permit fee.** The non-refundable fee is due at time of application submission.
- 3) **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. Incomplete applications will not advance until all required information has been submitted.
- 4) **Staff Review.** The review for approval may take up to 15 days after the application has been determined complete.
- 5) **Permit Issuance.** The Zoning Office will send an email with the additional message sign approval. Please keep the email as the approval document.
- 6) **Removal.** Additional Message Signs must be removed after 30 consecutive days but may be displayed recurrently for no more than 90 days per calendar year.

*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)*



**ADDITIONAL RESIDENTIAL MESSAGE SIGN\***  
*(City Code §110-4.6.12.B.)*

\$26 NON REFUNDABLE APPLICATION FEE

\*ADDITIONAL MESSAGE SIGN PROVISIONS ARE NOT AVAILABLE FOR MULTIFAMILY UNITS OR NONRESIDENTIAL USES.

**APPLICANT INFORMATION**

Name \_\_\_\_\_

Address \_\_\_\_\_ Unit/Apt Number \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**PROPERTY OWNER MESSAGE SIGNS** (For detached, attached, duplex and townhouse units)

**Not to exceed a total of 36 square feet per unit and five feet in height for each sign face**

How many signs \_\_\_\_\_ Sign area (Height x Length) \_\_\_\_\_ Total Sign Area \_\_\_\_\_

Locations:  Exterior wall of unit     Inside window     Ground-mounted     Other \_\_\_\_\_  
 (ie. fence, porch, carport, etc.)

Display Dates:

Beginning \_\_\_\_\_ Ending (removal) \_\_\_\_\_

Beginning \_\_\_\_\_ Ending (removal) \_\_\_\_\_

Beginning \_\_\_\_\_ Ending (removal) \_\_\_\_\_

**Note:** Maximum of 30 consecutive days, and no more than 90 days per calendar year

**GROUP OR ORGANIZATION MESSAGE SIGNS** (100 signs per permit) (For detached, attached, duplex and townhouse units)

**Not to exceed a total of 36 square feet per unit and five feet in height for each sign face**

Locations Allowed:

- Wall (on the exterior of the unit)
- Window (inside a window)
- Ground-mounted (on the lot where dwelling is located)

Locations Prohibited:

- Between street curb and sidewalk (public right-of-way)
- On hydrants, streetlights, utility poles, trees

**\*\*\*OFFICE USE ONLY\*\*\***

Case# \_\_\_\_\_ Tax Map \_\_\_\_\_ Receipt # \_\_\_\_\_ Fee Amount \_\_\_\_\_

RL     RM     RH     RT     RT-6     RMF     PD-M     PD-R

This Application is Approved By \_\_\_\_\_ Date \_\_\_\_\_  
 ZONING OFFICIAL

ZONING OFFICIAL COMMENTS: \_\_\_\_\_

