



## **Department of Public Works General Guidelines for Signs in Public Rights-of-Way**

### Regulation of Public Rights-of-Way

Under the authority granted by the Vienna Town Council within the Code of the Town of Vienna Chapter 16, Section 16-1.1 the Department of Public Works regulates the use of the public rights-of-way. Examples include streets, grass strips and sidewalks, median strips, alleys and other lands owned by the Town of Vienna and set aside for use by the public. To promote safe public passage and ensure public property is available for everyone, the Public Works Department will not permit, authorize or allow any non-governmental signs, structures or other occupation of the public rights-of-way. Specific situations are explained in detail below.

### Real Estate Signs

Real estate signs on public property are prohibited.

### Political or Election Signs

Political or election signs on public property are prohibited.

### Public Works and Other Governmental Signs

Traffic control, street name, directional, guide, informational and other governmental signs erected by the Town of Vienna and the Virginia Department of Transportation are allowed on public property.

### Banners

Temporary non-commercial banners over public property or public rights of way to announce public events are permitted. The applicant must apply for a banner permit and pay the appropriate fees. Town staff will erect the banner.

### Historical Markers

Historical information signs erected by the Town of Vienna are considered governmental signs and are allowed.

### Bus Stops

Bus stop signs, bus schedules, "next bus" signs, Metrorail signs and other informational signs erected by the Washington Metropolitan Area Transit Authority and Fairfax Connector are considered governmental signs and are allowed.

### Utility Company Signs

Gas company flags or other utility company underground facility identifiers are exempt from the Code of the Town of Vienna Chapter 16, Section 16-1.1.

### Construction Signs

To protect the public, temporary construction signs shall be erected by the applicant, contractor or developer before and throughout the duration of construction as required by the Town Code, street cut permit, site plan, MUTCD, VDOT permit and other laws and regulations. These temporary construction signs may be installed in public rights of way, shall be kept in good repair and removed promptly when no longer required or at completion of the project.

### Removal and Replacement of Permanent Signs During Construction

Any permanent signs required to be removed, relocated or placed as part of a street cut permit, site plan or other approved construction document shall be replaced as required by the plans.

### "Welcome to Vienna" Service Club Sign Board

Service clubs may apply for inclusion on the Town-erected sign boards along Maple Avenue and Nutley Street within the public rights-of-way. Signs shall not exceed 16"x16" and shall be purchased and installed by the Town at the applicant's expense. Should the sign fade over time, become damaged or defaced or otherwise need replacement all work will be performed by the Town at the service club's expense.

### Religious Organizations' Directional Signs

Religious organizations like churches, synagogues or mosques may apply for one Town-erected directional sign with an arrow to be placed in the public right of way no more than two blocks from the building. Signs shall not exceed 6"x16" wide, shall be white with black lettering and be purchased and installed by the Town at the applicant's expense. Should the sign fade over time, become damaged or defaced or otherwise need replacement all maintenance work will be performed by the Town at the applicant's expense. Religious organization directional signs are prohibited along Maple Avenue in sections where the streetscape is enhanced.

Multiple signs currently in place for any given organization shall be phased out as signs become worn and non-serviceable until there is a single sign remaining that corresponds with the guidelines of the Town of Vienna for such signs.