

**MORLEY CORNER—TEMPLE BAPTIST CHURCH & SCHOOL  
ZMAP 2009-0006 & SPEX 2009-0026**

**DESIGN GUIDELINES**

**May 25, 2010**

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**- I -  
GUIDELINE INTENT**

The guidelines in this document shall serve as a tool to direct project planning for Temple Baptist Church's Morley Corner PD-OP and PD-CC-NC zoned property, and to assist in programming and design activities for the project as it develops. While creativity is encouraged, these guidelines help to establish a coherent architectural character for the development so that a continuity of visual imagery is maintained. The information should be used to convey the developer's expectations and set minimum design standards for the site.

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**- II -  
SITE DESIGN**

**ACCESSIBILITY**

All site areas in the property shall be accessible regardless of an individual's physical disability and shall follow all applicable governing standards in regards to accessibility. Disability in this context includes, but is not necessarily limited to, persons requiring wheelchairs, walkers, or persons with impaired hearing and/or sight. Without exception, cross slopes of pedestrian crosswalks, handicapped parking and the handicapped accessible route shall not exceed two percent (2%).

**VEHICULAR CIRCULATION**

Roadways should be asphalt paved with appropriate travel lanes widths and plain concrete curbs. Asphalt design shall be appropriate for the type of vehicular traffic expected to use the roadway. The center of opposing roadways at intersections should be directly aligned wherever possible. To designate pedestrian traffic areas from vehicular use and to promote a higher level of pedestrian awareness, the use of decorative standard paving materials is encouraged.

## **PARKING AREAS**

Parking areas should be asphalt paved with plain concrete curb to define the edges. Handicapped parking space ratio, size, marking and signage should comply with applicable design standards and ordinances. Parking areas should consist of separated parking fields that are aesthetically pleasing. They should be landscaped to soften the public views and located so as not to be the dominant feature along any street or intersection.

## **PAVED PEDESTRIAN AREAS**

Paved pedestrian areas shall include walkways and special areas such as plazas or major pedestrian intersections. All walkways shall be constructed to meet Loudoun County guidelines and other governing standards. The maximum cross slope for all walkways and plazas is two percent (2%), and cross slopes shall not exceed that limit.

Special attention shall be given to pedestrian walkways that cross over roads and service areas. The crosswalks shall be constructed of decorative paving and have either the same decorative material in a contrasting pattern or concrete as an edging. The width of crossings should be at least as wide as the pedestrian walkways they connect.

Pedestrian plazas shall be designed as places for persons to gather and their use should be encouraged. The design of such may incorporate seating height walls or benches, shade structures, shade trees, bushes, flower beds and other built or landscape features appropriate for the scale and location of the plaza within the development. Plazas and other special areas should be designated with decorative paving, stamped concrete, accents and borders. Lighting should be appropriate to encourage pedestrian use during evening hours.

## **OUTDOOR DINING AND SIDEWALK CAFES**

The design of outdoor dining areas and sidewalk cafes will be compatible to the architecture of the “parent” or “host” building. They shall also be designed to complement the character of the street context.

No element affiliated with an outdoor dining area/sidewalk café, whether perimeter railings, fencing, plantings, menu board or other item, shall obstruct the width of the required clear movement zone.

Canopies, awnings or table umbrellas are encouraged and may be used to provide shading and screening for the diners.

Exterior flooring other than sidewalk materials may be used at outdoor dining areas provided that such materials are set back from the established right-of-way. Paint, grass, artificial turf, carpet, platforms and any interior finish materials or treatments should not be allowed.

The design of perimeter railings or fencing should complement the concept and materials of the restaurant's exterior and the context of the adjoining public realm. Railings and posts may be of metal, wood and/or stone. Landscaping elements should also be complementary with the adjacent structures.

Fencing may be designed and constructed for permanent or temporary/seasonal installation. If the fencing is to be left in place during the off-season, it must be maintained in a well-kept fashion. Temporary posts and railings are not permitted to be stored within public view.

Except for wall sconces or bracketed light fixtures, all other furnishings, amenities, accessories and service items should be removed from the outdoor café area off season. When stored, any outdoor café items or furnishings should be concealed from public view.

## **SITE FURNITURE**

Site furniture (which specifically excludes outdoor dining furniture) includes a variety of outdoor furnishings that are provided to increase the level of human comfort and involvement in exterior landscape spaces. Site furniture should be highly visible to encourage its use, but integrated into the physical setting. Paved areas are recommended for placement of site furniture in order to provide accessibility and ease of maintenance. In order to deter theft and vandalism, furniture should be of sturdy weight and construction and be securely anchored to the paved surfaces. Daylight hours, proximity of lighting for safety, visibility and typical activity in adjacent spaces shall be considered when placing furniture.

Benches should be located in direct proximity to areas of typical pedestrian usage including walkways, within gathering spaces and at building entrances. At least two benches will be provided. Metal benches should be used due to their durability and low level of required maintenance. All benches should be placed on paved surfaces that are along pedestrian pathways but that do not decrease the width of the pathway leading to them.

Trash receptacles should be located adjacent to seating areas, eating areas, building entrances, gathering spaces, in parking fields and along major pedestrian walkway intersections. At least one trash receptacle will be provided. There shall be sufficient numbers to provide convenience for waste disposal, but remote enough from sitting and eating areas for insect control

## **SERVICE AREAS**

Service areas including loading docks and maintenance storage areas are an important part of the operation of the development. Service areas will (as reasonably practical and in accordance with Loudoun regulations) be located away from plazas and building entries and should be separated from main pedestrian walkways. Service areas shall be screened with walls or a combination of screen walls, landscaping and fencing. Service areas shall be located away from and not to interfere with the natural areas and tree save areas of the site.

## **SCREENING**

The location and screening of building service areas, transformers, telephone equipment, dumpsters, utility meters and other building mechanical equipment on the site and/or roof is critical to maintaining the overall appearance of the property. The presence of these service elements is critical and they must be given proper consideration in the early stages of design and planning for the development. Considerations in the planning stages should include an assessment of the possible quantity, size and scale of all of the service elements for each area.

Their location should be as remote as possible from main building entries, major pedestrian walkways, plazas and intersections. Utility meters, water meters and valves should be located in service areas that are screened from pedestrian view. Pedestrian senses should be taken into account in location of equipment. Noise from utility equipment should be considered when locating air handling equipment, condensing units, cooling towers and similar equipment. This equipment should be on rooftops or in service areas whenever possible and should be screened from view. Minimizing odors should be a factor when determining air handling equipment intake and trash storage locations. Dumpsters shall be screened with screen walls. Transformers and other small equipment may be softened with shrubbery.

Screen walls should be constructed of brick and/or split-faced block as appropriate for the building that they are associated with. The designer has latitude with patterning and incidental details of the wall as long as the screen is given the same attention to detail as the building elevations. The scale of materials and detailing shall be selected to blend with the surrounding construction. The height of screen walls and landscaping shall hide the object being screened and is dependent upon sight lines as they are affected by grading and vertical elevation. In all cases, screening will be accomplished as permitted by the servicing utilities. Such utilities have standards for access and safety that must be adhered to and will override these guidelines.

## **FENCING AND RAILINGS**

Fencing can be used as an attractive form of security, screening or area definition and/or for parking and pedestrian plaza areas. All fence posts, rails and pickets should be galvanized with a finish coat of polyester resin in a color to match the typical metal used on site. Terminations and intermediate supports may be made with accent elements such as 24” square brick piers, capped with precast cast stone.

Fencing in the planned project context should work with the spatial definition of the street as well as complement the adjacent architecture. It can also be used to conceal service and loading areas as well as reduce the negative impact of noise and wind on an important open space. Fencing can also convey a sense of protection and privacy.

A railing should express the character of the architectural façade to which it is attached. Railings may be located at parapets, at balconies or act as accents over fenestration. Metal railings should be appropriately protected from deterioration, with colors and finishes that complement the architectural façade. Railing design brings scale and detailing to the building’s façade and establishes a finer visual amenity at the street.

The design of a masonry “fence” or screen wall, is articulated through the choice of its masonry patterning and the coordination of its colors and textures. The location and emphasis of shadow lines can also be used as a design element when the placement of brick projections is considered.

## **DUMPSTERS**

Dumpsters shall be located so they are easily accessible to both service vehicles and end users and should be remotely located from HVAC air intakes and windows. Dumpsters shall be screened on three sides with 7’ high minimum walls constructed of split-faced block and or brick, concrete pads should extend 10’ in front of the dumpster. Walls shall be capped with a precast coping stone. Dumpster enclosures shall complement the structure that they support.

Bollards should be located to protect the walls and access gates. Dumpster screens should be swing type gates constructed of metal which provide for a minimum direct visual screening of 80%. Gates are encouraged to be ornamental in nature but wood, chain link and other open designs shall not be permitted. A frost-proof hose bib located within 100’ of each dumpster screen is recommended.

## **UTILITY SERVICE**

All utility connections, including electrical and telephone connections and installations of wires to buildings, should be made underground from the nearest available source.

Generators, transformers, chillers and any other mechanical or electrical equipment should be practically at grade level.

Electric, gas or other meters should be placed at grade practically screened. Utilities placed above ground should be softened with landscaping, fencing or set within the architectural form.

Telecommunication devices, splice box pedestals, cable or satellite television antennae, etc. should be placed to allow for visual softening.

Security cameras and other equipment should be carefully organized and coordinated with the adjacent architecture.

No exterior mounted wiring or conduits will be allowed.

As noted above, screening will be accomplished as permitted by the servicing utilities. Such utilities have standards for access and safety that must be adhered to, and will override these guidelines.

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## **- III - BUILDING DESIGN**

The following design guidelines should be used to promote a consistent architectural character of the property between new buildings and site design by establishing a visual order and clarity for the overall look of the project. As the development process must take into consideration factors such as cost, function and specific site restrictions, the architectural principles stated below should be viewed as parameters for the design process rather than rigid design solutions.

The intent of Temple Baptist Church's Morley Corner project is to provide for church, recreational, and PD-CC-NC uses. This section presents general design principles for new buildings, and building designs shall specifically address site considerations and design elements.

## **DESIGN PRINCIPLES**

Each new building design, expansion or renovation must consider pedestrian and vehicular flow, parking, service, open space requirements and future plans for the property as proposed in the current master plan.

Building entrances and service areas should be appropriately placed and oriented for the specific location after considering their impact on the center as a whole.

New buildings should not interfere with established pedestrian or vehicular pathways.

Proposed plans for future additions to new buildings or for new buildings that will require construction in phases must be considered in the overall master plan for the site.

Buildings should provide a unifying theme while maintaining each building's individual character.

Reflective glass or mirrored glass is not permitted. Efforts should be made to use clear glass on storefronts, windows and doors to promote the linkage of the interior and exterior of buildings.

All sides of all buildings opened to public view should be treated with the same level of architectural style, including consideration for the appearance of service areas, service activities, utilities and equipment necessary for the building function.

Rooftop equipment must be screened by either parapet walls, recessing into the top floor of the building, or under sloped metal roofs. Independent mechanical screens will be evaluated on a case by case basis.

Cooling towers and condensing units may be located on grade, but they should be screened and must be located away from pedestrian plazas and passive site areas where noise will detract from the human environment. See screening section of Guidelines.

Corporate franchise design, where the building functions as a trademark shall be permissible only if it incorporates architectural elements which are compatible with the overall theme and unique character of the development.

## **STOREFRONTS**

Grade-level businesses have a reciprocal relationship with pedestrians – each needs the other. Transparent storefronts and direct access at grade makes them both aware of each other's existence and also signals that there is a constant opportunity for meeting and

exchange between them. With transparency, communication is easy; without it, products cannot be seen and spontaneous interest cannot develop. Ideally, glazing at the street forms a continuous rhythm of openings and entrances that maintain the interest of the pedestrian. When that transparent line becomes opaque, however, it should be of limited extent and designed to maintain a sense of rhythm.

When storefronts and grade level spaces provide opportunities for pedestrians to view interesting merchandise, or to view daily commercial and business activity, the public will explore the place.

Customer entrances should be clearly defined and highly visible. Provide primary entry from the street into businesses at grade and provide additional secondary entries into the building from the street where appropriate.

Portions of the storefront at the building line may be set back to further articulate grade-level spaces and to provide opportunities for additional pedestrian amenities. Seats, landscaping, and other pedestrian conveniences must remain out of the clear movement zone of the sidewalk. Building setbacks offer possible locations for these and other amenities.

Provide a pattern of transparent glazing at both grade and second floor levels to increase visual communication between inside and outside and to increase the pedestrian's sense of safety.

Consider integrating transparency into building entryways located near storefronts.

To the greatest extent possible, maintain glazing at the street level as an uninterrupted pattern. Where it must be broken, minimize the amount of opaque wall surface between window segments.

Trash collection, service, and loading areas should be, to the greatest extent possible, screened from the public view.

Grade-level businesses and storefronts should provide features and pedestrian-oriented amenities at the street, such as display windows, awnings, benches, and accent lighting.

Exterior lighting at the storefront or grade-level businesses along its full length is encouraged. Where lighting is provided, fixtures should be attached to the façade with the bottom of the fixture at no less than 8 feet above finished grade.

## **CANOPIES AND AWNINGS**

Weather-protection features such as awnings, canopies, porticos and entry elements should be provided at building entrances. Canopies typically refer to elements extending

perpendicular from a main building entry towards the street. Awnings typically refer to elements which extend over and shade storefront windows of commercial businesses. Awnings may also be used as decorative architectural features, where appropriate.

Canopies should frame entrances. Posts which support a canopy should not interfere with the clear movement zone of the sidewalk. The design shall incorporate other methods of structural support, such as cables or rods attached to the building and extended out to hold the canopy from above, unless otherwise approved.

A series of awnings provided along an establishment's façade should maintain a consistent design. Awnings should be of solid color, while each individual building on a parcel may have unique awnings, the awnings of any specific building should be consistent in color and design.

Awnings may be located at grade – and second – level windows. The width of an awning would typically match the width of the building's opening for the window. Other locations for awnings may be considered, but will be subject to review and approval on a case-by-case basis.

Canopies and awnings should be of fire-resistant material, or of metal and/or glass treated to withstand oxidation, corrosion and deterioration from airborne salts. Awning fabrics will vary, and the basis for selection should include color retention and durability.

Awnings can be of various forms and sizes, but should not extend more than 4 feet from the face of the building and should not be lower than 8 feet above finished grade.

## **MATERIAL PALETTE GUIDELINES**

The characteristics of building materials, i.e. durability, texture, finish, composition, and color work to convey quality and define style. Showy or gloss of materials imply plasticity and are discouraged unless they are used as accents or limited features. Natural materials with texture and earthy colors are highly encouraged.

### **WALLS (Not to include building walls, but any other wall)**

- No wall shall have more than two materials
- Retaining walls at frontages and in front yards should be finished with masonry
- All openings in walls shall have vertically proportioned openings

### **ACCEPTABLE MATERIALS FOR EXTERIOR WALLS**

- Brick veneer that is earth-toned and sympathetic to the Virginia countryside
- Mortar color that is compatible with the brick color
- Natural or manufactured stone
- Architectural metal
- Architectural concrete
- Cast stone
- Architectural glass. Highly reflective glazing will not be allowed.
- Stucco and dryvit/EIFS (as long as they are used as accents or limited to surfaces comprising less than 25% of a building face).

#### **UNACCEPTABLE MATERIALS FOR COMMERCIAL EXTERIOR WALLS**

- Tile-faced or ceramic-faced masonry units
- Varnished, epoxy-finished or otherwise shiny, highly reflective materials

#### **ROOFS**

- Buildings may have sloped or flat roofs, as long as all rooftop equipment is concealed from view by parapet walls, and the roof style is compatible with the building style.
- Shingle roof products may be acceptable upon review by the DBR. These products should be of high quality and the contemporary interpretation of a historic product such as slate or wood shakes.
- Dormers should have hipped or shed roofs.
- Sloped roof materials should be architectural grade metal roofing. (Note: copper roofs, gutters and flashing should not be painted or sealed but should be permitted to age naturally). All roofs over porches shall be metal roofs. Bay windows shall have metal roofing. Gutters and downspouts should be made of copper or prefinished aluminum. Where gutters are not used, it is recommended that pavers or gravel be placed at the drip line.

- Gable roof ends should have a minimum overhang of 12 inches.
- Roof penetrations should be on the rear slope of roofs and painted to match the color of the roof.
- Skylights should be flat and mounted on the rear slope of the roof and should not be visible from any public area.

### **COLUMNS AND POSTS**

- When used, columns and posts should have historically correct proportions and profiles.

The material palette stated above is the baseline palette for the project. Designers should feel free to discuss the use of similar compatible colors and materials with the DRB and seek approval of the use of those materials as appropriate, depending upon the specific building type and location of the proposed material.

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### **- IV - LIGHTING**

Site lighting within the property will include roadway lighting, parking area lighting and special accent lighting within individual building parcels. Roadway lighting will utilize consistent fixtures to provide continuity among streets. Parking areas and accent areas for individual buildings may utilize fixtures of a different design that are unique to the specific use and architecture, pending approval of the Design Review Board. All lighting shall utilize metal halide lamps.

Lighting increases visibility for safe vehicular and pedestrian movement, highlights site features such as plazas, sculptures and buildings, expands the period of use for outdoor spaces, and enhances security. Fixtures should be located to properly illuminate selected areas and to blend with and accentuate the architectural and landscape design of the center. Soft lighting of the building entrances will be permitted; provided that the light source is generally shielded from view and that it complements the architecture. Any use of lighting that is in excess of amount necessary to achieve these objectives or detracts from the theme and appearance of Morley Corner will not be permitted. In order to achieve uniform appearance and identical color of lighting, all lighting will conform to the following standards:

All exterior light fixtures and illuminated signs shall be designed, located, installed and directed in such a manner as to prevent objectionable light trespass and glare across the property lines and or disability glare at any location on or off the property. All parking lot, roadway, and service area lighting will be provided by cut-off type fixtures to assure that the source is not seen from the streets or adjacent parcels.

Pedestrian lighting fixtures should be located along main pedestrian routes and within 20' of building perimeters. Planting materials should not be located in such a way as to block the light source to these areas. Maintenance personnel should routinely perform surveys of the light fixture after daylight hours to locate non-working fixtures. Metal Halide lamps are required in addition to photocells and timers to prolong lamp life and conserve energy.

Specialty lighting includes, but is not necessarily limited to lighting for building facades, trees, landscaping, monumental signs, and hardscape. The selection of specialty lighting types is dictated by photometric data, desired light levels, and any necessary screening to complement the lighting.

## **BUILDING ENTRANCE AREAS AND GATHERING AREAS**

Pedestrian-scaled (14-16' height) ornamental lighting is encouraged for use near building entrance areas, within gathering areas and along significant pedestrian routes within a land bay. The fixture and pole style should be determined by architecture of the buildings within the same land bay. Pole and fixture color should match that used for the parking area lighting within the land bay, and the ornamental fixture should be consistent throughout the land bay to provide continuity. Pedestrian scaled lighting shall be flush mounted. In addition to pedestrian-scaled ornamental lighting, special accent lighting may be used to “wash” walls or light accent trees and specimen plantings.

## **PARKING AREA LIGHTING**

Parking lights will be provided by the developers of the land bays. Parking lot lights should utilize cut-off “shoebox” type fixtures with a maximum 25' total height and a maximum 2' high concrete pole base when fixtures are mounted in parking areas. The same specification shall be utilized within project to provide continuity. Pole and fixture colors should be uniform and should be compatible with the building architecture.

## **SIGNAGE**

All signage must be reviewed and approved by Loudoun County. Signage shall be compatible with the scale and architecture of the entire development.

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## **ADMINISTRATIVE PROCEDURES**

This document shall establish the Design Review Board (DRB) and generate the rules to govern the submittal, review and approval process.

### **DESIGN REVIEW PROCEDURES**

The Developer(s) of property (developer) is required to engage an architect or engineer (designer) registered in the Commonwealth of Virginia for the preparation of the project plans and specifications as required by the Virginia Statewide Building Code. If the designer has in-house credibility in that regard and cares to provide evidence to the end, this requirement may be waived by the DRB.

The developer is further required to engage the aforementioned designer for the additional purpose of providing construction progress inspection services. This requirement can be waived by the DRB as outlined in the preceding paragraph.

All components of building design must adhere to the governing ordinances of Loudoun County, Virginia, and the Virginia Statewide Building Code.

The foregoing procedures should prove reasonable and adequate for most situations. The DRB can, however, convene and react on special occasions in an effort to accommodate unusual situations where justified. These procedures are part of the overall effort to insure that an acceptable quality level is attained on the property without the necessity of imposing undue cumbersome regulation.

The Design Review Board (DRB) shall consist of members appointed by Temple Baptist Church, and subsequently the Owners Association which is empowered to appoint their successors should a vacancy occur and whose names shall be maintained at the Property Owners Association offices. The Farmwell Hunt Owners Association shall be permitted to appoint one non-voting member to the DRB. All new construction, subsequent construction, remodeling with exterior exposure, expansion, and demolition of structures must be reviewed and approved by the DRB prior to commencement of any building or construction on-site activity. Any matter requiring review and approval by the DRB shall be submitted directly to the review board.

An administrative review fee of Fifteen Hundred Dollars (\$1,500.00) shall accompany the required submittal documents. The fee shall be made payable to Temple Baptist Church of Herndon, Virginia. The intent is for review fee to cover all submittal phases

and reviews for a particular development site, however, if the review fee is exceeded due to multiple reviews and required re-submissions, additional fees may be levied at the discretion of Temple Baptist Church to cover additional expenses. No plans and specifications will be reviewed unless and until the fee is paid. (The amount of the review fee may be adjusted at any time by Temple Baptist Church).

Five (5) complete copies of all plans, specifications, material samples, and related data constituting a formal submission shall be provided to the DRB, together with a cover letter identifying the materials as a formal submission and describing the submission stage. The DRB will review each formal submission made by the Applicant and will provide a written response within twenty-one (21) days after receipt of the formal submission; provided, however, that the twenty-one (21) day time period shall not begin until all of the materials constituting a formal submission (including the cover letter) have been received by the DRB.

The DRB may take one of three actions:

1. Approval
2. Approval with conditions
3. Disapproval-resubmit

DRB approval is valid for one (1) year from date of approval. Developers may request an additional one (1) year extension without resubmission.

In the event the DRB shall fail to approve, conditionally approve, or disapprove the formal submission in writing within twenty-one (21) business days from actual receipt of the formal submission to the DRB, approval shall be deemed to have been granted. However, the applicant will still need to seek approval from authorities having jurisdiction.

The formal submission shall be delivered to the DRB in person or by certified mail at the address to be designated by the Property Owners Association. The order and procedures for submissions are set forth as follows:

1. Buildings and Site Plan
2. Lighting
3. Signage

### **PRELIMINARY PLANS (STEP 1)**

This submittal should present the surface layout (parcel plan) and utility service, and include exterior design, elevations, materials and colors. The proposing party may wish to submit a rendering of exterior building appearance as a supplement to this submittal. These plans should be presented in the format typically for this type of presentation. Submission information required for preliminary plans is as follows:

1. Dimensioned site plan with location and size of all buildings
2. Schematic site grading and drainage plan
3. Schematic utility plan
4. Schematic floor plans
5. Schematic building elevations
6. Building sections
7. Schematic landscaping plan
8. Conceptual signage plan
9. Conceptual lighting plan

### **FINAL PLANS (STEP 2)**

These plans must represent finished site layout and complete building design and should include landscape, exterior sign and exterior lighting details. Submission information required for Final Plans is as follows:

1. Site plan
2. Site grading and drainage plan
3. Utility plan
4. Floor plans
5. Building elevations

6. Building sections
7. Landscaping and irrigation plan
8. Lighting plan (see below)
9. Signage plan (see below)
10. Exterior materials samples
11. Building perspective or model

### **CONSTRUCTION PLANS (STEP 3)**

The construction plans must indicate the location of construction trailers, parking areas for workers, materials storage areas, and equipment cleaning areas. This plan must be submitted and approved by the DRB prior to mobilization on the site. Submission information for Construction Site Plan is as follows:

1. Complete set of Building and civil plans – For construction
2. Trailer location
3. Materials storage
4. Parking area
5. Equipment cleaning area
6. Erosion and sedimentation control plans and procedures
7. Security fencing

### **LIGHTING PLANS**

All exterior lighting, including parking lot lighting, accent and decorative lighting, pedestrian lighting, and building mounted lighting shall be presented to the Design Review Board (DRB) for approval. Designs will be reviewed for strict compliance with these guidelines and must also comply with the Loudoun County Zoning Ordinance, and other governing agencies. Approval by the DRB does not relieve the proposing party of the responsibility to have signage approved by Loudoun County. The applicant shall

submit the information listed below to the DRB in the form of a lighting plan. Lighting plans shall consist of:

1. Architectural site plan showing locations, fixture types, and mounting details of all exterior lights including building mounted lights.
2. Photometric plan of the exterior lighting plan (same plan as section 1).
3. Fixture schedule, and cut sheets or photographs of proposed fixtures including colors and finishes.

## **SIGNAGE PLANS**

All graphics and signage proposed shall be presented to the Design Review Board (DRB) for approval prior to fabrication and installation. Designs will be reviewed for strict compliance with these guidelines and must also comply with the Loudoun County Zoning Ordinance, and any other governing agencies. Approval by the DRB does not relieve the proposing party of the responsibility to have signage approved by Loudoun County. The applicant shall submit the information listed below to the DRB in the form of a signage plan. Signage plans shall consist of:

1. A site plan, drawn to the required scale, showing all buildings, with locations of ground-mounted and building mounted identity signs, site directional signs, traffic signs, and utility/parking space identity signs indicated.
2. Plan, elevation, and section of each ground-mounted and building-mounted sign, with dimensions and materials indicated.
3. Elevations of building-mounted signs shall be shown to scale along with adequate building context.

## **SUBMISSION REQUIREMENTS**

All submissions shall include the following information:

1. Name and address of applicant and firm preparing the submission
2. Graphic scale – min. 1” = 50’ for site plans, and min. 1” = 20” for buildings
3. Date of preparation

4. Revisions from previous submittals
5. Stage of submission (from those listed above)
6. Gross area of individual buildings
7. Vicinity map

The procedures for resubmission will require a resubmittal of the requirements only for the portion of the plan which was disapproved