

The Town of
**Leesburg,
Virginia**

25 West Market Street ■ P.O. Box 88 ■ 20178 ■ 703-777-2420 ■ Metro: 703-478-1821 ■ FAX: 703-771-2727 ■ www.leesburgva.gov

17 August 2010

Joanne Rodgers
Signature Signs
c/o Condominium Association
2 Cardinal Park Drive
Leesburg, Virginia 20175

Re: BAR Case TLHP-2010-0039, 2 Cardinal Park Drive, H-2 Overlay District

Dear Ms. Rodgers,

This letter serves as your official notification of the action taken by the Leesburg Board of Architectural Review (BAR) at the 16 August 2010 meeting on BAR Case TLHP-2010-0039 for a comprehensive sign plan for the three-building office condo development at 2 Cardinal Park Drive.

As part of the consent agenda, the BAR approved case TLHP-2010-0039 with the clarification that the backgrounds for the cabinet signs will be opaque, with only the text illuminated.

Enclosed is a copy of the approved comprehensive sign plan and the Certificate of Appropriateness; you should keep this material for your file on this project. The COA is void unless work on the approved project has begun within 24 months of the date of approval. Any deviation or departure from or change or modification to the approved plans and specifications approved in this case requires, in all circumstances, prior submission to staff for review and may require further approvals from the Board of Architectural Review. The failure to adhere to these conditions may result in a voiding of the approval and/or enforced remedial action. If it is necessary to make any modifications to your BAR-approved project, please contact me to determine what action, if any, is required to gain approval of those changes. I may be reached at 703.771.2773 or amcdonald@leesburgva.gov if you have any questions or need any additional assistance.

Sincerely,

Annie McDonald
Preservation Planner

enclosures: approved comprehensive sign plan
Certificate of Appropriateness



CERTIFICATE OF APPROPRIATENESS

I hereby certify that the application submitted for case TLHP— 2010 — 0031,
for COMPREHENSIVE SIGN PLAN
at the property identified as 2 CARDINAL PARK DRIVE (189-29-7051-012) in the Town of
Leesburg, Virginia, as approved by the BAR or administratively approved, meets the standards set
forth in the respective Design Guidelines (Old and Historic District, or H-2 Corridor District) and is hereby approved.
Any modifications to the approved project must be submitted to staff *prior* to construction of the modified feature to
determine if any additional approvals are necessary. This approval is limited to verifying compliance with the
respective said Design Guidelines; it may be necessary to obtain other permits from the Town of Leesburg *prior* to
beginning construction. **Note: This permit is void unless construction is commenced within 24 months of the
date of issue.**


Staff for the Town of Leesburg Board of Architectural Review

Date Approved

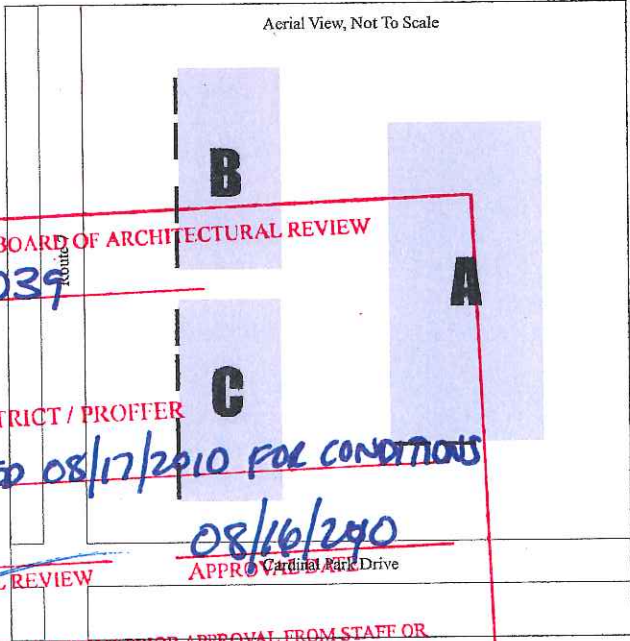
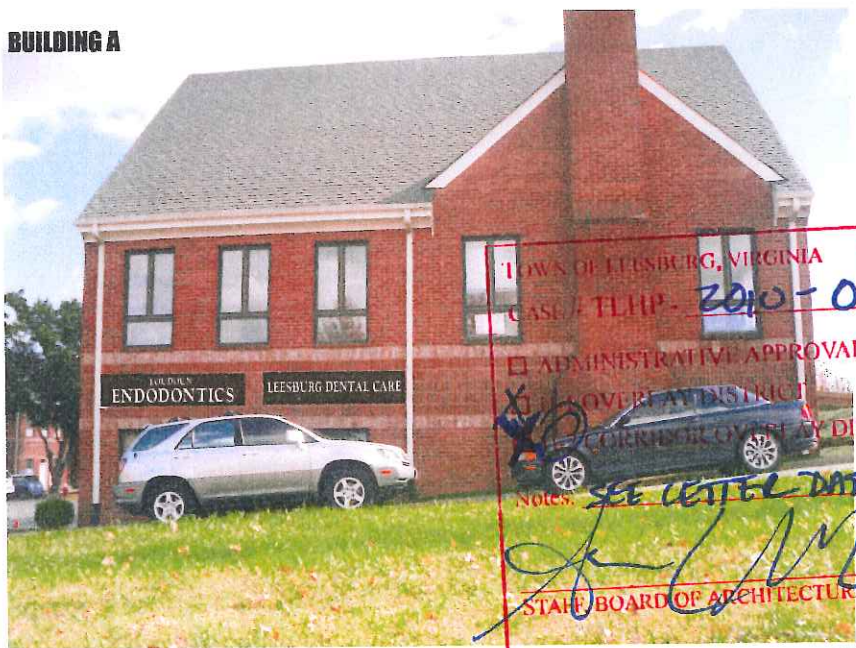
BUILDING C



BUILDING B



BUILDING A



THESE DRAWINGS MAY NOT BE CHANGED WITHOUT PRIOR APPROVAL FROM STAFF OR THE BOARD OF ARCHITECTURAL REVIEW.

TOWN OF LEESBURG, VIRGINIA BOARD OF ARCHITECTURAL REVIEW

CASE # TLHP- 2010-0039

ADMINISTRATIVE APPROVAL

II-1 OVERLAY DISTRICT

II-2 CORRIDOR OVERLAY DISTRICT / PROFFER

Notes: SEE LETTER DATED 08/17/2010 FOR CONDITIONS

[Signature]
STATE BOARD OF ARCHITECTURAL REVIEW

08/16/2010
APPROVAL DATE

ATTACHMENT A

Electric Sign Boxes; Buildings B and C

ATTACHMENT B

Electric Sign Boxes; Building A

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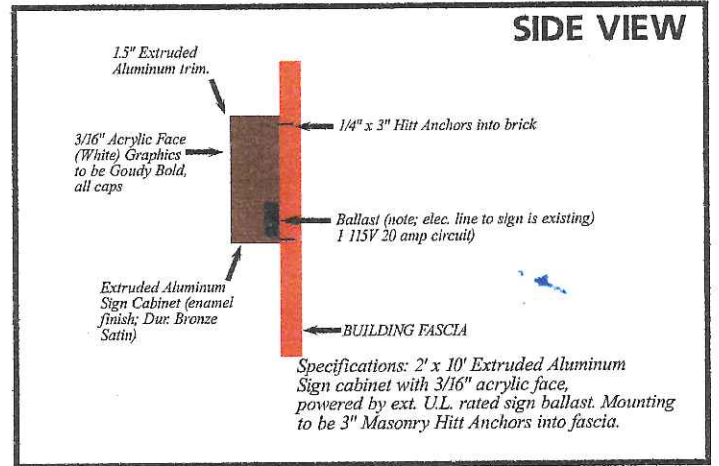
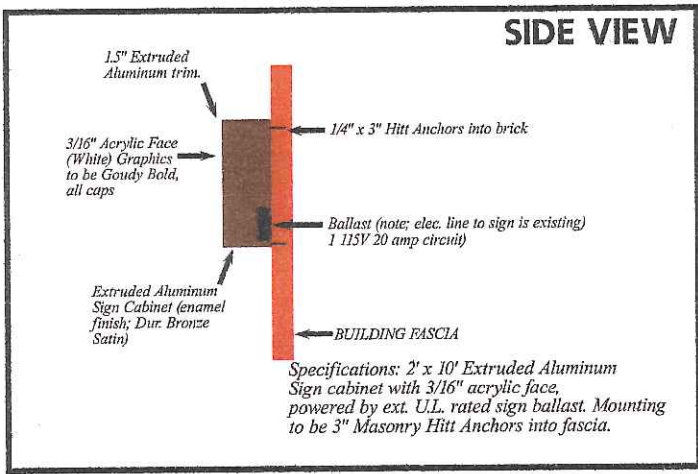
120 in

108 in

24 in



24 in



Condominium Association
2 Cardinal Park Drive, SE,
Leesburg, VA 20175

March 2, 2010,

Comprehensive Sign Plan

No Unit Owner shall sell, lease, rent, loan, exchange or otherwise permit the space outside the Unit Owner's Unit to be used for the erection or maintenance of a sign or placard, by anyone other than the occupant of said Unit (owner of an owner-occupied unit or tenant, if the unit is leased or rented); There shall be no signs displayed except as follows:

(a) Electric Lighted Signs: Buildings B & C.

There shall be a one time exception to this Section for Buildings B & C for the erection of four signs on the north side of each building (facing Route 7). One sign box is assigned to each unit.

Said signs measuring 2 feet by 10 feet, electric box signs, single faced, with acrylic faces. Faces are Duranotic Bronze #313 with white copy. Boxes are Duranotic Bronze #313. The font on the sign face will be Goudy Extra Bold, all capital letters. [see attachment A]

In the event of a unit vacancy, a matching blank must be inserted in the sign box.

(b) Electric Lighted Signs: Building A.

There shall be a one time exception to this Section for Building A for the erection of two signs on the west side of the building (facing Cardinal Park Drive). The sign boxes are assigned to Units 106A and 206A. There will be no sign boxes assigned to any other Units in Building A.

Said signs measuring 2 feet by 9 feet, electric box signs, single faced, with acrylic faces. Faces are Duranotic Bronze #313 with white copy, Boxes are Duranotic Bronze #313. The font on the sign face will be Goudy Extra Bold, all capital letters. [see attachment B]

In the event of a unit vacancy, a matching blank must be inserted in the sign box.

TOWN OF LEESBURG, VIRGINIA BOARD OF ARCHITECTURAL REVIEW

CASE # TLHP - 2010-0039

ADMINISTRATIVE APPROVAL

II-1 OVERLAY DISTRICT

II-2 CORRIDOR OVERLAY DISTRICT / PROFFER

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c) Brass Door Identification signs.

Only permanent signs made of brass with black lettering shall be permitted. [see attachment C]

On the doors installed prior to 1/1/09 said plaques will be five by twenty-four inches. On the new doors installed after 1/1/09 said plaques will be four by twenty-four inches.

(d) Post / Wall Mounted Identification Signs.

Units with a direct outside entrance are permitted one permanent post or wall sign next to said entrance. Said signs measuring 16 to 28 inches (height) by 21.5 inches (width). Various colors on these signs are permitted. [see attachment D]

Units in Buildings B & C may place one Wall Mounted Identification Sign next to the south entrance (facing the parking lot).

Units in Building A may place one Post or Wall Mounted Identification Sign next to said entrance. Units facing the north side may only place said sign on the north side. Units facing the south side may only place said sign on the south side.

(e) Window Graphics.

Units in Buildings B & C without a direct outside entrance are permitted to place one window graphic on the glass next to the south entrance (facing the parking lot) of Buildings B & C. Said signs measuring 12 inches by 24 inches. Signs shall be white adhesive mounted to glass.

(f) Entrance Directory.

The Directory of units at the first entrance, facing Cardinal Park Drive, is the property of the Association. Physical changes can be made to this sign only by the Association Board of Directors. No Unit Owner may remove or take any of the inserts for this sign at any time.

TOWN OF LIESBURG, VIRGINIA BOARD OF ARCHITECTURAL REVIEW

CASE # TLHP - 2010-0039

ADMINISTRATIVE APPROVAL

H-1 OVERLAY DISTRICT

H-2 CORRIDOR OVERLAY DISTRICT / PROFFER

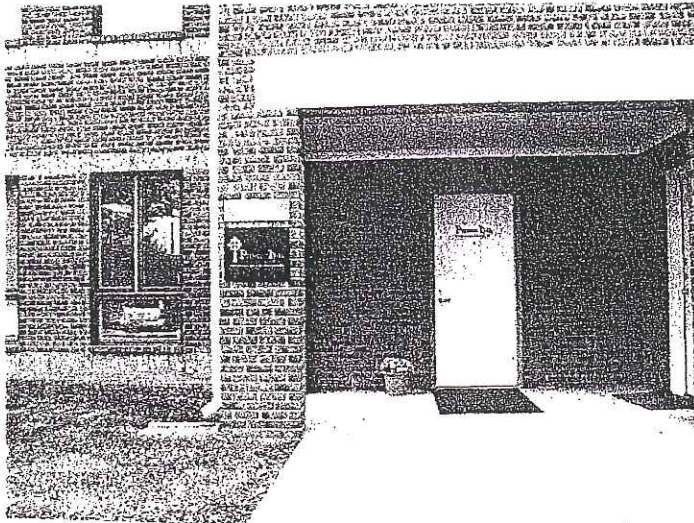
Notes: SEE LETTER DATED 08/17/2010 FOR CONDITIONS

[Signature] 08/16/2010

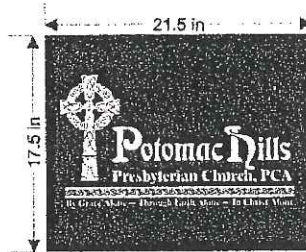
STAFF BOARD OF ARCHITECTURAL REVIEW APPROVAL DATE

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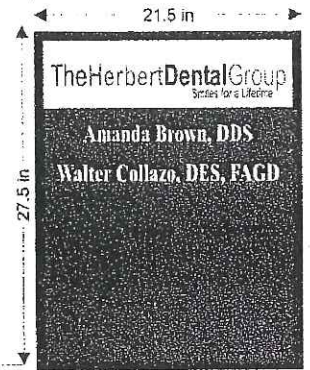
Attachment D; Post/ Wall Mounted I.D. Sign



Sample Layout A

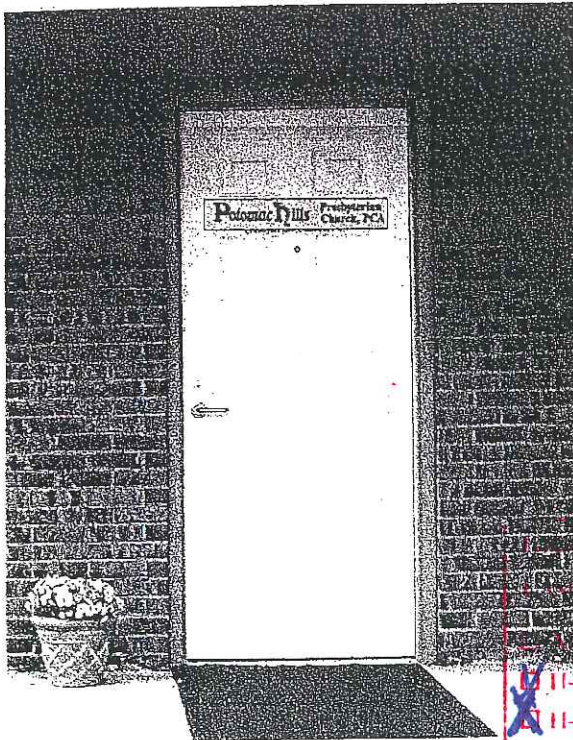


Sample Layout B



1/8" Dibond Sign face mounted into 3/4" Bevelled Metal Frame. Colors to be duranotic bronze background, Ivory copy and black frame. Sign width to be 21.5", however Sign height may vary from 17.5" to 27.5" depending upon tenant graphics needs.

Attachment C; Door I.D. Signs



Satin Brass Sign, black copy. Sized to Fit New Doors (1/09)



Satin Brass Sign, black copy. Sized to fit Existing Doors

OFFICE OF LEESBURG, VIRGINIA BOARD OF ARCHITECTURAL REVIEW

TLHP- 2010-0039

- ADMINISTRATIVE APPROVAL
- I-1 OVERLAY DISTRICT
- I-2 CORRIDOR OVERLAY DISTRICT / PROFFER

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