

Final Amended
05/11/11



April 25, 2011

Wade Burkholder
The Town of Leesburg, Virginia
25 West Market Street
PO Box 88
Leesburg, VA 20178

Dear Wade,

It has been a pleasure working with you to resolve the signage for the SwimKids space at the Marketplace at Potomac Station, 681 Potomac Station Drive #120, Leesburg, VA 20176. Please accept this letter as the narrative to amend the sign plan for Unit #120 of the Marketplace at Potomac Station. **The owner of the property has approved the signage and the amendment to the Comprehensive Sign Plan to allow a logo on the sign for this space.** All other details, including letter height, logo size, colors of sign letters and logo are consistent with the sign plan currently on file with the Town of Leesburg.

To summarize, the sign plan for Unit #120 at the Marketplace at Potomac Station is as follows:

1. A logo not to exceed 4 feet in height to be consistent with the height of signs previously approved under the Comprehensive Sign Plan is allowed. The logo must consist of white channel letters with gray returns matching wall signs previously approved under the Comprehensive Sign Plan.
2. The sign, including the individual channel letters and logo, is to be internally illuminated and mounted on a raceway on the front façade of the building. Signs will be composed of white plastic faces and gray return matching signs previously approved under the Comprehensive Sign Plan. The signs shall be mounted on a raceway with a finish color to match the background sign wall.
3. Location: The signs will be located and mounted vertically between 12'-8" and 2~~7~~⁵'-0". *WB*
4. Size: The size (area) shall be one square foot per linear foot of building frontage to a maximum of 100 square feet.
5. Letter height shall be no taller than 2'-0".
6. Style: A variety of sign style/font is allowed in both upper and lower cases.
7. The sign mounted on the side of the building will be .5" thick flat cut white plastic letters stud mounted to brick wall surface. This sign will be mounted under existing goose neck lights.
8. Attached is the exterior signage to be included in the approval of the Sign Plan amendment.

Please don't hesitate to contact me with any questions.

Sincerely,

Cindy Tonnesen
SwimKids Swim School
703-309-0396

9. Sign band on South elevation shall not exceed 48" in height inclusive of logo and letter (text) signs; logo may be stacked on top or bottom of text sign. *WB*
10. All signs must be appropriately scaled and sized to fit within the available sign band on elevations for Unit #120. *WB*

TOWN OF LEESBURG, VIRGINIA BOARD OF ARCHITECTURAL REVIEW

CASE # TLHP - 2011-0028

ADMINISTRATIVE APPROVAL

II-1 OVERLAY DISTRICT

II-2 CORRIDOR OVERLAY DISTRICT / PROFFER

Notes: Applies to (81) Potomac Station Dr. NE #120
only.

Wade B. Schneider
STAFF, BOARD OF ARCHITECTURAL REVIEW

05-11-11
APPROVAL DATE

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



The Town of Leesburg
25 West Market Street • Department of Planning and Zoning
Post Office Box 88 • Leesburg, Virginia • 20178
703-771-2765 • fax 703-771-2724 • www.leesburgva.gov

CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

For Board of Architectural Review and Administrative Approval
For the H-1 Overlay District or H-2 Overlay District

For staff use only

TLHP - 2011 - 0028
Fee \$ 25.00 Receipt No. 271954 Issued by Wade Bunker Foles
H-1 or H-2 Overlay (checked)
Not an Overlay District
BAR approved
Admin. Approved by

APPLICANT NAME CINDY TONNIESEN

(the PERSON to whom written communication should be addressed; NOT the name of a business or organization)

BUSINESS/ORGANIZATION SWIM KIDS SWIM SCHOOL

ADDRESS 6101 EAGLES NEST CT

CITY MANASSAS STATE VA ZIP 20112

PHONE 703-509-0396 EMAIL cindy@swimkids.us

As the above-named applicant, I do hereby make an application for a Certificate of Appropriateness as required by the Leesburg Zoning Ordinance for the property located at 681 POTOMAC STATION DR #120, LEESBURG, VA 20176 MCPI/PIN (parcel identification no.) 148164540000 to permit the following, checking all that apply:

- Alterations to an existing (primary / accessory) structure — \$25
Addition to an existing (primary / accessory) structure — \$100 / \$25
New construction of a (primary / accessory) structure — \$500 / \$50
Demolition or relocation of an existing (primary / accessory) structure — \$50
Installation of a sign — \$10
Comprehensive Sign Plan — \$25 (checked)
Other (fencing, paving, colour, etc.)

Please mark accompanying checklist with relevant and required items, noting there is a 3-day acceptance period upon receipt of application and materials.

The project is more fully described as follows (please see the attached checklist for required information):

[Blank lines for project description]

Please check one of the following:

- Written permission from the owner of the property is attached hereto; or
I hereby certify that I am the owner of the property involved.

I have read the corresponding checklist and understand the BAR may require additional information.

Applicant's Signature: [Signature] Date: 4/25/11



CERTIFICATE OF APPROPRIATENESS

I hereby certify that the application submitted for case TLHP - 2011 - 0028 for amendment to Comp Sign Plan for Unit #120 at the property identified as 681 Potomac Station Dr NE 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: [Signature] Date Approved: 05-11-11