



## ZONING PERMIT APPLICATION

ZONING PERMIT #: 2025-0503

**NOTE:** This application must be filled out completely and all components of submission requirements must be met before the application can be accepted and scheduled for review/hearing.

ZONING ACTIVITY: ☐ New Construction ☐ Alteration/Repair ☐ Addition ☒ Sign (See Spec sheet)  
(Check all that apply) ☐ New Tenant/Use ☐ Change of Use ☐ Relocation

NAME OF BUSINESS/APPLICANT: SKYLINE FINANCIAL PARTNERS

PROPOSED USE: NEW SIGNAGE Size (Sq. Ft./Length) of Construction: \_\_\_\_\_

SITE ADDRESS: 6611 JEFFERSON ST Parcel ID #: 7298-90-3416

Subdivision Name: 04331 OFFICE BUILDING Lot Size: 1.2358 AC

ZONING DISTRICT: ☐ R-1 ☐ R-2 ☐ B-1 ☐ B-2 ☐ I-1 ☐ C-1

Special Use Permit Required: ☐ Yes ☒ No

Site Plan Required: ☐ Yes ☒ No

Off-street Parking: Spaces Required: N/A Spaces Provided: N/A

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, height/length of fencing, deck specs, etc.)

NEW STREETFRONT SIGNAGE FOR ONE (1) TENANT

Supporting Documentation (attached): ☐ Narrative ☐ Plan/Plat ☐ Specification Sheet

FEE: ☐ \$25.00 Residential ☒ \$50.00 Commercial

## CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc. See Sign Spec Sheet for Signage detail)

24" X 48" WHITE POLY METAL FREESTANDING SIGN WITH  
PURPLE "SKYLINE FINANCIAL" LETTERING + LOGO

Supporting Documentation (attached): ☐ Specification Sheet ☐ Photograph(s)

### PERMIT HOLDER INFORMATION

SKYLINE FINANCIAL PARTNERS  
Name

6611 JEFFERSON ST STE 201  
Address

HAYMARKET VA 20169  
City State Zip

571-248-9972 ASTEVENSON@SKYLINE  
Phone# Email

FINANCIAL PARTNERS

### PROPERTY OWNER INFORMATION

ZAKARY CLARK TRUST  
Name

3110 JUNIPER LN  
Address

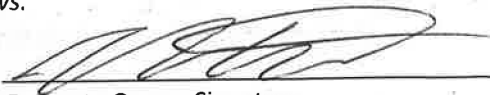
FALLS CHURCH VA 22044  
City State Zip

703-863-6955 CHRIS@ATGITTLE.COM  
Phone# Email

**APPLICANT / PROPERTY OWNER SIGNATURE****\*\*\*\*\*REQUIRED\*\*\*\*\***

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.

  
Applicant Signature

  
Property Owner Signature

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

Date Filed: 5/12/25 Fee Amount: \$50 Date Paid: 12/5/24

**DATE TO ZONING ADMINISTRATOR:** \_\_\_\_\_

☐ APPROVED ☐ DISAPPROVED ☐ TABLED UNTIL: \_\_\_\_\_ ☐ DEFERRED UNTIL: \_\_\_\_\_

SIGNATURE

PRINT

CONDITIONS: \_\_\_\_\_

**DATE TO ARCHITECTURAL REVIEW BOARD (ARB):** 1/14

☐ APPROVED ☐ DISAPPROVED ☐ TABLED UNTIL: \_\_\_\_\_ ☐ DEFERRED UNTIL: \_\_\_\_\_

SIGNATURE

PRINT

CONDITIONS: \_\_\_\_\_

**DATE TO TOWN COUNCIL (IF APPLICABLE):** \_\_\_\_\_

☐ APPROVED ☐ DISAPPROVED ☐ TABLED UNTIL: \_\_\_\_\_ ☐ DEFERRED UNTIL: \_\_\_\_\_

TOWN COUNCIL (where required):

SIGNATURE

PRINT

CONDITIONS: \_\_\_\_\_

# SIGN SPECIFICATION SHEET

## SIGN 1:

Type of Sign: ☐ Wall ☐ Hanging ☒ Freestanding ☐ Menu ☐ Individual Letter ☐ Window  
☐ Other

Height above Ground at Signs: Lower Edge: 31" Upper Edge: 43"

Height of Sign Structure: \_\_\_\_\_ Sign Width: 48" Length: 24" Area in Sq Ft: 8 SF

Number of Faces: 1 Sign Material/Color/Font: WHITE ALUCOBOND / PURPLE CENTERING

Location of Sign (Include photo): FRONT RIGHT OF BUILDING

Lighting Type/Fixture (No internal illumination is allowed): N/A

## SIGN 2:

Type of Sign: ☐ Wall ☐ Hanging ☐ Freestanding ☐ Menu ☐ Individual Letter ☐ Window  
☐ Other

Height above Ground at Signs: Lower Edge: \_\_\_\_\_ Upper Edge: \_\_\_\_\_

Height of Sign Structure: \_\_\_\_\_ Sign Width: \_\_\_\_\_ Length: \_\_\_\_\_ Area in Sq Ft: \_\_\_\_\_

Number of Faces: \_\_\_\_\_ Sign Material/Color/Font: \_\_\_\_\_

Location of Sign (Include photo): \_\_\_\_\_

Lighting Type/Fixture (No internal illumination is allowed): \_\_\_\_\_

## SIGN 3:

Type of Sign: ☐ Wall ☐ Hanging ☐ Freestanding ☐ Menu ☐ Individual Letter ☐ Window  
☐ Other

Height above Ground at Signs: Lower Edge: \_\_\_\_\_ Upper Edge: \_\_\_\_\_

Height of Sign Structure: \_\_\_\_\_ Sign Width: \_\_\_\_\_ Length: \_\_\_\_\_ Area in Sq Ft: \_\_\_\_\_

Number of Faces: \_\_\_\_\_ Sign Material/Color/Font: \_\_\_\_\_

Location of Sign (Include photo): \_\_\_\_\_

Lighting Type/Fixture (No internal illumination is allowed): \_\_\_\_\_

## SIGN 4:

Type of Sign: ☐ Wall ☐ Hanging ☐ Freestanding ☐ Menu ☐ Individual Letter ☐ Window  
☐ Other

Height above Ground at Signs: Lower Edge: \_\_\_\_\_ Upper Edge: \_\_\_\_\_

Height of Sign Structure: \_\_\_\_\_ Sign Width: \_\_\_\_\_ Length: \_\_\_\_\_ Area in Sq Ft: \_\_\_\_\_

Number of Faces: \_\_\_\_\_ Sign Material/Color/Font: \_\_\_\_\_

Location of Sign (Include photo): \_\_\_\_\_

Lighting Type/Fixture (No internal illumination is allowed): \_\_\_\_\_