

# Example

## Company Letterhead

**WBOA ARB**

**Building Address Building Sign Review  
Submission**

**Date**

Submitted by:



Active Health Management

QBurst

3Delta Systems



WEX

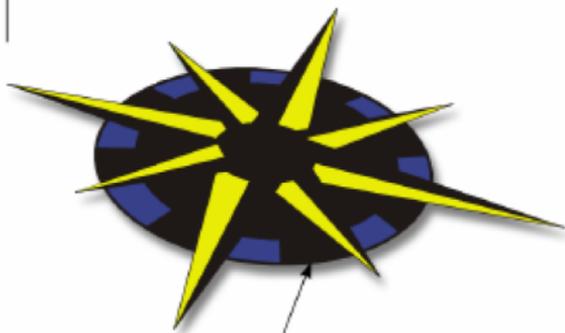
Newbrook Dr

Newbrook Dr

Newbrook Dr

21'-9"

69"



**FTS**

42"

OVERLAID WITH BLACK PERFORATED DUAL COLOR VINYL AND 3630-015 YELLOW & 3630-157 BLUE TRANSLUCENT VINYL ON FACE

**SIGN LAYOUT**  
SCALE 1/2" = 1'-0"

PERFORATED DUAL COLOR VINYL ON FACE & 3630-015 YELLOW TRANSLUCENT VINYL ON 2<sup>ND</sup> (INSIDE) SURFACE

**SURVEY SITE, PROCURE PERMITS, FABRICATE AND INSTALL (1) ONE SET OF INTERNALLY ILLUMINATED CHANNEL LOGO AND LETTERS AS PER SELLERS DWG #49763.**

**SIGN: 69" LOGO & 42" LETTERS**

**CHANNELS OF LOGO:** 1" DEEP .040 ALUM WITH BLACK PRE-COATED RETURN FINISH. INTERIOR WHITE.  
**FACE OF LOGO:** 3/16" #2447 WHITE PLEXIGLAS WITH 1" BLACK TRIM CAP OVERLAID WITH BLACK PERFORATED DUAL COLOR VINYL AND 3630-015 YELLOW & 3630-157 BLUE TRANSLUCENT VINYL ON FACE.

**CHANNELS OF LTRS:** 5" DEEP .040 ALUMINUM WITH BLACK PRE-COATED RETURNS. INTERIOR WHITE.  
**FACES OF LTRS:** 3/16" CLEAR PLEXIGLAS FACES WITH 1" BLACK TRIM CAP OVERLAID WITH BLACK PERFORATED DUAL COLOR VINYL ON FACE & 3630-015 YELLOW TRANSLUCENT VINYL ON 2<sup>ND</sup> (INSIDE) SURFACE.

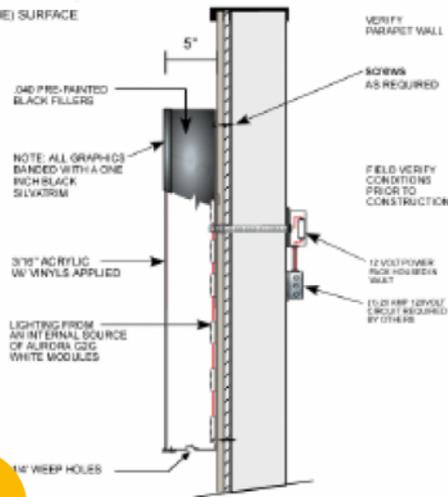
**\*\*LETTERS WILL BE BLACK DURING THE DAY AND YELLOW AT NIGHT.**

**ILLUMINATION:** LOGO & LETTERS HAVE INTERNAL WHITE L.E.D.s POWERED BY 12 VOLT REMOTE POWER SUPPLIES LOCATED ON BACK OF PARAPET IN WEATHERPROOF METAL VAULT.

**ELECTRIC:** ONE (1) 120VOLT-20AMP DEDICATED CIRCUIT TO SIGN LOCATION REQUIRED. CUT-OFF SWITCH / PHOTOCELL MOUNTED TO METAL VAULT ON BACK OF PARAPET. ALL WIRING TO BE UL APPROVED AND LABELLED.

**INSTALLATION:** INSTALL DURING REGULAR HOURS (MON-FRI 7AM-3P) DIRECTLY BELOW SIGN IN PARKING LOT.

**PERMITS:** SELLER TO OBTAIN ALL NECESSARY PERMITS FOR WORK IN PARKING LOT. COUNTY, VIRGINIA.



**TYPICAL SECTION**  
SCALE 3/4" = 1'-0"

Example Sign Detail



Landlord or Applicant:  
Please complete this ARB Request Online  
<https://www.westfieldscenter.com/arb-review-request/>

*Example of form that is online*

Request for WBOA ARB Review Form:

<https://www.westfieldscenter.com/arb-review-request/>

Landlord or Applicant complete the online ARB review form please.

Please use this form to request a WBOA Review as well as provide information for invoicing for the associated review fees. The applications for ARB Reviews should come from the property owner or their property management company.

Date / Time \*

Date

Time

Building Address \*

Parcel # \*

This is the Westfields parcel number found on the parcel map located under on the website at: <https://www.westfieldscenter.com/resources/maps/westfields-parcel-map/>

Requestors Name \*

First

Last

Address \*

Address Line 1

Address Line 2

City

Virginia

State

Zip Code

Phone \*

🇺🇸 (201) 555-0123

Email \*

## SELECT REVIEW ITEMS

Please select from the option below to choose the type of review you are seeking.

### ARB Review Items

New Construction or Redevelopment of Site - \$1200.00

Please choose the purpose for this review.

### Total

\$ 1,200.00

## INVOICE INFORMATION

Please fill out appropriate information for where the WBOA should bill for these services. An invoice will be sent within 3 business days and the applicant may pay by check or via credit card.

### Company Name (Bill To) \*

### Name (Bill To Attn:) \*

First

Last

### Company Address (Bill To) \*

Address Line 1

Address Line 2

City

Virginia

State

Zip Code

Company Name and Address that will show on the WBOA Invoice

### Phone (Bill To)

 (201) 555-0123

Telephone number WBOA may contact for questions regarding the invoice or payment.

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### Email (Bill To) \*

Email address the WBOA invoice will be sent.

## TERMS & CONDITIONS

By submitting this form you agree and approve that the WBOA may start the process of an ARB review and acknowledge that an invoice will be generated and sent to the applicant for this review. Furthermore you understand that until the payment is received and the WBOA/ARB is in receipt of all of the required documents and information requested by the ARB Fact Sheet or instructed by the WBOA and or ARB the review will not begin. All documents and payments must be received by the WBOA/ARB prior to the review.

I'm not a robot



reCAPTCHA  
Privacy - Terms

Submit