

TOWN OF WASHINGTON, VIRGINIA

Application for Hearing for A Certificate of Appropriateness from the Architectural Review Board

A Certificate of Appropriateness becomes null and void if no significant improvement or alteration within one year from the date of issuance.

<p><u>Staff use only:</u> This application & required submission items to facilitate review was received by the appointed Town Official (initials) _____ Date _____ List any missing items and provide a final deadline date for their submission to be in time for the next regularly scheduled ARB meeting _____</p> <hr/> <p>(Failure to submit required submission items will delay action.) Final Deadline _____ Date Received _____ Initials _____ This application is to be scheduled on ARB Hearing Date _____.</p>
--

Please Print (excepting signatures) & write N/A if not applicable.

Subj. Property Name/Physical Address _____ **Tax Map ID #** _____

DHR ID# _____
Contributing Building? _____ **Owner(s)** _____

Signature(s) _____ Date _____

Notification Address _____ Tele # _____

Applicant _____

Signature(s) _____ Date _____

Notification Address _____ Tele # _____

Relationship of Applicant to Property (Owner, Agent, Tenant, Contractor, etc.) _____

Who will present this application to the ARB? _____ Tele # _____
(Representative should be well informed to discuss the project and have the authority to commit to ARB recommendations or requirements.)

Please provide a complete description of the proposed modification or improvement _____

Submission of this application constitutes the owner's(s') consent for the ARB or assigned staff to visit the subject property prior to the scheduled meeting to make an informed decision on the application.

Please fill in the Checklist for submission attachments on page 2.

Applicants for a Certificate of Appropriateness shall generally be required to submit the information delineated on the Checklist on page 2 for the type of improvement/alteration/demolition/relocation indicated. However, the ARB may require such additional information as may be necessary to ensure compliance with the Town of Washington Historic District Ordinance, specifically as set forth in Section 13.5.6 of that ordinance. Certain complex projects, such as alterations, additions, new construction, demolition, or relocation, require scaled drawings. Use the underline **Checklist** beside each applicable request category to ensure that you have provided all the necessary data for consideration of your application. Your application may not be considered until all requested items are received.

Sign or Awning Application Please submit 6 copies of requested items.

- ___ Detailed drawing showing the proposed design, overall dimension, thickness, size of lettering, image size if applicable, details, colors, and type of material (i.e., wood or canvas), attachment hardware (i.e., fasteners, metal bracket, ground pole design, awning frame), light fixture design if applicable, and proposed mounting or placement location. Ground sign applications should provide a site sketch plan.
- ___ Samples of paint color or awning fabric color – 1 set.
- ___ Photographs - Include color photographs that adequately show the full elevation of the building, desired sign and awning placement area, the setting, and adjacent buildings. Ground sign applications will need views of the lot showing its intended location including the sidewalk or pavement. Submit 6 copies of clear, color views (glossy prints are preferred).

Fence, Wall, Arbor, Trellis, or Pergola Structure Application Please submit 6 copies of requested items.

- ___ Site sketch plan locating the building(s), existing on-site features and proposed structure.
- ___ Drawing sufficient to indicate details showing elevations, dimensions, design with a full description including the composition/texture of proposed materials and color. Manufacturer specifications and brochures, if applicable, may substitute for drawings.
- ___ Photographs – Provide a minimum of 6 sets of clear, color views (glossy prints are preferred) which adequately show the property and subject area where the proposed structure is to be situated.
- ___ For Fence or Wall applications along property boundary lines, has the adjacent owner been included in the planning, and does he/she concur with the design and placement? (Please answer yes or no.)

Mechanical Equipment (HVAC, Exhaust Fans, Satellite Dishes & Skylights) Application Please submit 6 copies of requested items.

- ___ Manufacturer specifications including the dimensions, elevations, details, color, and installation technique.
- ___ For HVAC systems, a site sketch plan showing the building, proposed location of the unit(s), and any screening.
- ___ For exhaust systems, an elevation sketch sufficient to indicate details showing the overall dimensions, components, exhaust fan in its proposed location, screening treatment, and materials. Scaled elevations if a chimney or similar structure is proposed as screening.
- ___ Photographs – a minimum of 6 sets of clear, color views (glossy prints are preferred) that adequately show the building or site of the proposed equipment location.

Alteration or Addition to an Existing Building or New Building Construction Application Please submit 6 copies.

- ___ Site plan drawn to scale locating the building(s), addition, existing on-site features.
- ___ For a new building, show proposed building within the streetscape plan.
- ___ Detailed drawings of existing and proposed floor plans and elevations to scale sufficient to indicate details, showing dimensions, design of components, full description with the explicit composition/texture of existing and proposed materials from the ground up. Elevation drawings must include window and door details, molding profiles, lighting fixtures, gutters, and down spouts or mechanical equipment if applicable.
- ___ Samples of proposed materials (i.e., roof shingle, siding).
- ___ Manufacturer specifications and brochures if applicable.
- ___ Photographs – Provide a minimum of 6 sets of clear, color views (glossy prints are preferred) which adequately show the property, setting, streetscape, relationship to neighboring buildings, lot characteristics, all existing elevations, and details to be added onto, altered, or reconstructed. Historic or old photographs of the existing building or any past view of the site are helpful.

Demolition or Relocation of Existing Building Application Please submit 6 copies of requested items.

- ___ Site plan drawn to scale locating the building(s), existing on-site features, landscaping, and driveway on the present lot.
- ___ Proposed relocation lot - site plan drawn to scale locating the building(s), existing on-site features, landscaping, and driveway.
- ___ Detailed drawings of floor plans and all elevations to scale showing dimensions, design of components and features, a full description including the explicit composition/texture of existing materials from the ground up. Include paint colors. Details of windows, doors, molding profiles should be included. These drawings are intended to aid in the decision making process and serve as documentation of the building in its present setting should the demolition or relocation be approved.
- ___ Photographs – a minimum of 6 sets of clear color photographs (glossy prints are preferred) showing all elevations of the building, its features, setting, and streetscape. Should the application be approved, documentation in accordance with the Demolition or Relocation chapter of the Washington Historic District Design Guidelines is required for archival purposes.

The Staff, Officials, and ARB of the Town of Washington appreciate your taking the time to carefully read, complete this application, and submit the necessary listed items for review of your important project.

TOWN OF WASHINGTON ARCHITECTURAL REVIEW BOARD MOTION SHEET

HEARING DATE _____ COA Agenda Item # _____ Applicant _____

Property Address _____ Application w/attachments to _____

MOTION TO TABLE by _____ 2nd _____ Approved _____

I move to table the [State from intro the *applicant's name, property location, and application to*] for ___ days, subject to Section 13.5.15 of the Zoning Ordinance, for the following reason(s): 1) Submission of the following additional data _____; and/or

2) Make the following changes to render the application architecturally compatible to the building, buildings, structures, area, and Historic District, according to the Criteria in Section 13.5.10 of the Zoning Ordinance, specifically item(s) # _____ and to Design Guidelines Chapters 2, 3, 4, _____, specifically Guideline(s) # _____ on page(s) # _____:

MOTION TO APPROVE by _____ 2nd _____ Approved _____

Finding the request of [State from intro the *applicant's name, property location, and application to*] architecturally compatible to the building, buildings, structures, area, and Historic District, according to the Criteria in Section 13.5.10 of the Zoning Ordinance, specifically item(s) # _____ and to Design Guidelines Chapters 2, 3, 4, _____, specifically Guideline(s) # _____ on page(s) # _____, I move to approve the application. The design, details, form, type, dimensions, scale, and color of the work and the texture, appearance, and quality of materials shall be consistent with the applicant's final application with attachments and this motion of approval in their entirety.

Additional Condition(s): _____

Additional Recommendation(s): _____

MOTION TO DENY by _____ 2nd _____ Approved _____

Finding the request of [State from intro the *applicant's name, property location, and application to*] architecturally incompatible to the building, buildings, structures, area, and Historic District, according to the Criteria in Section 13.5.10 of the Zoning Ordinance, specifically item(s) # _____ and to Design Guidelines Chapters 2, 3, 4, _____, specifically Guideline(s) # _____ on page(s) # _____, I move to deny the application [Inform applicant that final ARB decisions may be appealed per Sec. 13.8 of the Zoning Ordinance.]

Recommendation(s) _____

ARB Vote Initials			
<u>Member Name</u>	<u>For</u>	<u>Against</u>	<u>Abstain</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- Other Documents Reviewed For Decision**
- ___ Past COA Applications on Existing Building, if Applicable
 - ___ Historic District Inventory
 - ___ Historic District Photographs
 - ___ Other Photographs – Identify _____
 - ___ Architectural Drawings of an Earlier Period _____
 - ___ Deeds, Wills, Land Tax Records (circle)
 - ___ Census Records – Year(s) _____
 - ___ Newspaper – Identify _____
 - ___ Oral Histories – Source _____
 - ___ Family Records – Identify _____
 - ___ Historical Society or Other Library
 - ___ Other – Identify _____