
SUBMISSION GUIDELINES

The Town's Office is located at 567 Mount Salem Avenue, Suite 3, Washington, Virginia 22747
Phone: 540-675-3128 Email: townofwashington@washingtonva.gov.
Mailing Address: P.O.Box 7, Town of Washington, VA 22747

Meeting Day, Time and Location

The Architectural Review Board (ARB) meets monthly on the third Monday of each month at 7:00 p.m. Meetings are held at Town Hall located at 485 Gay Street, Washington, Virginia 22747.

Application Due Date

The cut-off date for applications and materials to be heard by the ARB is two weeks prior to each scheduled monthly meeting for a complete application. A complete application, fees and supportive materials must be submitted to the Town Clerk for the Zoning Administrator to check zoning before your item is placed on the ARB agenda. The Town Clerk is located in the Town Offices at 567 Mount Salem Avenue, Suite 3, Washington, Virginia 22747.

The ARB must receive enough information on which to base its decision. You will need to complete this application. You must provide photographs, drawings and plans or other documentation. These submissions must be easy to understand by the board members. Zoning and Building permits are required for structures, retaining wall, signs and additions. You are expected to be present at the Architectural Review Board meeting to present the request and answer any questions board members may have.

Please complete pages 2 and 3 of this application before submitting.

Project Checklist - Please indicate if you have completed the following

- Refer to the Guidelines for Issuing a Certificate of Appropriateness on the following pages.
- The Town of Washington's national and local historic districts may allow for federal, state or local tax abatement and/or loan programs. Check with the Virginia Department of Historic Resources (VDHR) to determine which program, if any, would benefit the project. See Page 6 for contact information for VDHR.
- Check with the Zoning Administrator to make sure that your use is allowed and what other approvals may be required such as setback, yard and height restrictions. See Page 6 for the Zoning Administrator's contact information.
- Building permits are issued by the Rappahannock County Building Department. Once the ARB application is approved by the Zoning Administrator for the Architectural Review Board (ARB), the Zoning Administrator will issue a Zoning Permit. A Certificate of Appropriateness (CoA) is also issued by the town for the project. It is recommended that all applicants meet with the Building Official early in the project if you are doing structural renovations. See Page 6 for Rappahannock County contact information.
- The Virginia Department of Historic Resources (VDHR) has names of contractors who have worked with historic buildings and materials. They can also offer advice on technical preservation issues and methods of construction. Look at Page 6 for the VDHR contact information.
- Review the Secretary of the Interior's Standards for Rehabilitation on Page 5. These ten standards MUST be followed if using federal or state tax credits. The ARB follows these standards when reviewing applications for Certificates of Appropriateness.

TOWN OF WASHINGTON, VIRGINIA - ARCHITECTURAL REVIEW BOARD

**PROJECT OR SIGN PERMIT APPLICATION FOR A
CERTIFICATE OF APPROPRIATENESS (COA)**

This permit application is for any project or a sign. Please note: This is an application only. The permit will be issued only if approved by the Zoning Administrator and after review and recommendation from the Architectural Review Board (ARB) for a COA.

Please complete the following information:

Date MAY 1, 20 23

Applicant's Name: MICHAEL M FRANCK, ARCHITECT

Company/Organization: FRANCK & LOHSEN ARCHITECTS

Applicant's Primary Address: 1331 MARYLAND AVENUE, SW, SUITE 1005

Telephone Number: 1-202-413-7642 e-mail: MICHAEL@FRANCKLOHSEN.COM

As the **legal owner** **legal representative** of the owner of the property for which this application is being made, I hereby grant my permission to the applicant to apply to the Architectural Review Board. I am familiar with the project and permit the applicant to complete any necessary work for which this application is being submitted.

Patrick O'Connell

Property Owner's Signature: _____

Property Owner's Address: PO Box 300, Washington, Virginia 22747

Phone / email: 540-675-3800 / patrickinthecountry@gmail.com

Project Location: Middle Street, Washington, Va. 22747

Proposed Use: Guest rooms Zoning District: Mixed Use

Project Type (check all that apply)

New Construction:

Primary Structure (house, commercial building)

Secondary Structure (shed, garage, etc.)

Addition to an existing structure:

Primary structure (house, commercial building)

Secondary structure (shed, garage, etc.)

Alterations to an existing structure.

Demolition of an existing structure.

Amendments to a previously approved application.


Please describe the request of the application:

SEE ATTACHED

**PROJECT OR SIGN PERMIT APPLICATION FOR A
CERTIFICATE OF APPROPRIATENESS (COA)**

Please submit the following materials with the application. Some may not be needed depending upon the type of application. Check with the Zoning Administrator to confirm what is needed for your application

- Drawings – six (6) scale copies of elevations of proposed structures or modifications. For most projects six copies may not be necessary. Please check with the Zoning Administrator.
- Site Plan – six (6) scale copies of site modifications including building footprints, fence locations, and walkway locations. For most projects six copies may not be necessary. Please check with the Zoning Administrator.
- Material/color samples or illustrations as applicable including but not limited to cut sheets of new windows, doors, roof materials (shingles, standing seam metal, etc.), and outdoor lighting fixtures.
- Photographs of existing structure (if applicable) and site conditions.
- For a demolition project, please submit photographs depicting all elevations of the building proposed for demolition, any post-demolition plans for the site, and, if applicable, any information on new construction proposed for the site.
- Any additional information deemed necessary by Planning Department staff.

Signature of Applicant or Owner: 

Please print name and date: MICHAEL M FRANCK MAY 1, 2023

Additional description or information if needed:

ZONING CHECKED FOR COMPLETENESS.

Zoning Administrator sign and date: _____

APPLICATION COMPLETE.

ARB meeting date: _____

TO BE COMPLETED BY THE ZONING ADMINISTRATOR

Street Address: _____

Tax Map #: _____

Zoning Designation:

- Village Residential (VR)
- Village Services (VS)
- Village Commercial (VC)
- Village Mixed Use (VMU)
- Rural Residential (RR)
- Government Services (GS)
- PUD

NOTE: All properties within the corporate boundary limit of the town are in the Historic District.

Type of Structure:

- Primary Contributing
- Secondary Contributing
- Primary Non-Contributing
- Secondary Non-Contributing

Guideline Reference:

Applicable Regulations:

Other Conditions:

This Permit is approved () denied () for the project or sign described on the property indicated above to be sent to the ARB for a CoA. If denied, for the following reason(s):

Signature of Zoning Administrator: _____

Date Issued: _____

TOWN OF WASHINGTON, VIRGINIA - ARCHITECTURAL REVIEW BOARD

**WASHINGTON HISTORIC DISTRICT
GUIDELINES FOR ISSUING A CERTIFICATE OF APPROPRIATENESS**

Project plans must adequately address and respond to the Town of Washington Historic Guidelines to receive a Certificate of Appropriateness. A summary outline of the guidelines is provided on this sheet. A complete set of guidelines may be obtained from the Town Office.

Town of Washington Historic District Design Guidelines

| CONTENTS | PAGE |
|--|------|
| 1. Introduction - Historical Background of the Town of Washington | 1 |
| 2. Recognizing the Characteristics of the Architectural Style, Type, and Form of Primary Resources | 7 |
| 3. Assessing the Visual Character of a Building and its Setting | 37 |
| Identifying the Building's Historic Integrity | 37 |
| 4. DESIGN GUIDELINES - Understanding Key Treatment Terms | 40 |
| ALTERATIONS: | |
| Masonry Foundations & Wall Surfaces | 41 |
| Stuccoed Foundations & Walls | 46 |
| Wall Surfaces & Details on Frame & Log Buildings | 49 |
| Windows, Dormers, Doors, Shutters, Awnings & Details | 54 |
| Porches, Balconies & Decks | 61 |
| Cornices & Eaves | 64 |
| Roofs | 66 |
| Gutters & Down Spouts | 71 |
| Skylights, Solar Collectors, Satellite Dishes, Antennas, Surveillance | 72 |
| Chimneys | 73 |
| Steeple, Belfries, or Cupolas | 75 |
| Exhaust & Supply Fans | 77 |
| Heating, Ventilating, & Air Conditioning (HVAC) | 77 |
| Fences & Walls including new | 78 |
| 5. ADDITIONS | 80 |
| 6. NEW CONSTRUCTION: | |
| New Deck Construction | 86 |
| Meeting Accessibility Requirements (ADA) on Existing & New Buildings | 86 |
| 7. SIGNS | 88 |
| 8. LIGHT FIXTURES | 92 |
| AUTOMATIC TELLER MACHINES | 92 |
| VENDING MACHINES | 93 |
| ARBORS, TRELLISES, OR PERGOLAS | 93 |
| 9. MINIMUM MAINTENANCE REQUIREMENT (DEMOLITION BY NEGLECT) | 94 |
| 10. MOVING OR RELOCATION | 96 |
| 11. RAZING OR DEMOLITION | 99 |
| 12. ECONOMIC INCENTIVES - The Federal and State Rehabilitation Tax Credit Programs | 102 |
| Appendix A: GLOSSARY | 110 |
| Appendix B: BIBLIOGRAPHY | 123 |
| Appendix C: NATIONAL REGISTER PROPERTY AND RESOURCE TYPES CHART | 126 |
| Appendix D: INVENTORY MAP OF THE WASHINGTON HISTORIC DISTRICT | 127 |

TOWN OF WASHINGTON, VIRGINIA - ARCHITECTURAL REVIEW BOARD

Town of Washington Historic District Design Guidelines
Approved September 22, 2008, Amended February 13, 2012

THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION

The guidelines in this application are based on The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. They express a basic rehabilitation credo of "retain, repair, and replace." In other words, do not remove a historic element, do not replace an element if it can be repaired, and replace an element that has been removed or cannot be repaired.

First developed in 1979 and most recently revised in 1995, these guidelines have been continually expanded and refined. They are used by the National Park Service to determine if the rehabilitation of a historic building has been undertaken in a manner that is sensitive to its historic integrity. The guidelines are very broad by nature since they apply to the rehabilitation of any contributing building in any historic district throughout the United States.

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectured features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archaeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale, proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

TOWN OF WASHINGTON, VIRGINIA - ARCHITECTURAL REVIEW BOARD

CONTACT INFORMATION & RESOURCES

Architectural Review Board

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Phone: 540-675-3128
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Mailing Address: P.O.Box 7, Town of Washington, VA
22747

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on the third Monday of each month at 7:00 p.m. Meet-
ings are held at Town Hall located at 485 Gay Street,
Washington, Virginia 22747.

Check the Town Website for information and updates
for meetings and agendas:

<https://www.washingtonva.gov/>

ARB Members:

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Washington, VA 22747
Phone: 540-675-3128
drew.mitchell@washingtonva.gov

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Wesley Kerr, Vice-Chair
P.O. Box 7
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Phone: 540-675-3128
wesley.kerr@washingtonva.gov

Zoning Administrator

zoning@washingtonva.gov
Phone: 540-675-3128
By Appointment

Town Clerk

townofwashington@washingtonva.gov
Phone: 540-675-3128

Office Hours: Monday – Friday; 10:00 a.m. – 3:00 p.m

County of Rappahannock Building Department

The Rappahannock County Building Office provides
Building Permits and Inspections for the Town of
Washington. The Building Office is located at 311 N
Gay St. Washington, VA , in the rear, lower level of the
old Kramer building. Office hours are 8:30 a.m. to 4:30
p.m. with a one hour closing between 12:00 p.m. and
1 p.m. for lunch.

Telephone Number (540) 675-5340

Virginia Department of Historic Resources

Regional Office:
P.O. Box 519
5357 Main Street, Stephens City, VA 22655
Phone: (540) 868-7029 Contact: Aubrey Von Lindern
Fax: (540) 868-7033
www.dhr.virginia.gov/

National Trust for Historic Preservation

2600 Virginia Ave, NW, Suite 1100
Washington, DC 20037
(202) 588-6000 • (800) 944-6847
FAX: (202) 588-6038
www.nationaltrust.org

Resources and reference guides can be found on the
Town of Washington, Virginia Website.

<https://www.washingtonva.gov/>

These included:
• Historic District Guidelines & Survey
• Applications & Fees

TOWN OF WASHINGTON, VIRGINIA - ARCHITECTURAL REVIEW BOARD



TOWN OF WASHINGTON, VIRGINIA HISTORIC INVENTORY MAP

TOWN OF WASHINGTON, VIRGINIA - ARCHITECTURAL REVIEW BOARD