

## TOWN OF WASHINGTON, VIRGINIA - ARCHITECTURAL REVIEW BOARD

Town of Washington, Virginia  
P.O. Box 7  
Washington, Virginia 22747

For questions or to schedule a meeting call the Town Office (540) 675-3128

# ARB Application - Request for a COA

### Application Instructions

1. Complete as much of the application as possible, paying careful attention to the description of your project.
2. Schedule a meeting with the Zoning Administrator by calling the Town Office at 540-675-3128 or emailing the Zoning Administrator [zoning@washingtonva.gov](mailto:zoning@washingtonva.gov) or Town Clerk [townofwashington@washingtonva.gov](mailto:townofwashington@washingtonva.gov)
3. The Zoning Administrator will determine if the application is correct and complete. Additional information or supportive materials may be required to complete the application.
4. The appropriate fee will be required as part of completing the application. A fee schedule will be provided for reference. The Zoning Administrator will provide you with the amount due for the application.
5. The Zoning Administrator will provide a meeting schedule for the required meeting to hear the application. Some types of applications require multiple meetings for approval. If additional meetings are required a tentative schedule will be provided.
6. Once the application is determined complete and fee is paid the application will proceed to the appropriate meeting. You will receive notification of the meeting a few days prior to the meeting.

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## SUBMISSION GUIDELINES

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The Town's Office is located at 567 Mount Salem Avenue, Suite 3, Washington, Virginia 22747  
Phone: 540-675-3128 Email: [townofwashington@washingtonva.gov](mailto: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 second 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.

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

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**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 \_\_\_\_\_, 20 \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Applicant's Primary Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ e-mail: \_\_\_\_\_

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.

Property Owner's Signature: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Phone / email: \_\_\_\_\_

Project Location: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Zoning District: \_\_\_\_\_

**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 (use additional sheets, if needed):

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

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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 Zoning Administrator.

Signature of Applicant or Owner: \_\_\_\_\_

Please print name and date: \_\_\_\_\_

Additional description or information if needed:

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**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 Mixed Use (VMU)
- Village Commercial (VC)
- Rural Residential (RR)
- Government Services (GS)

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 for 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**

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

**THE SECRETARY OF THE INTERIOR'S  
STANDARDS FOR REHABILITATION**

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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

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

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.

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

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

#### ARB Members:

Drew Mitchell, Chairman  
P.O. Box 7  
Washington, VA 22747  
Phone: 540-675-3128  
[drew.mitchell@washingtonva.gov](mailto:drew.mitchell@washingtonva.gov)

Nanette Edwards  
P.O. Box 7  
Washington, VA 22747  
Phone: 540-675-3128  
[nanette.edwards@washingtonva.gov](mailto:nanette.edwards@washingtonva.gov)

Deborah Harris, Secretary  
P.O. Box 7  
Washington, VA 22747  
Phone: 540-675-3128  
[deb.harris@washingtonva.gov](mailto:deb.harris@washingtonva.gov)

David McKnight  
P.O. Box 7  
Washington, VA 22747  
Phone: 540-675-3128  
[david.mcknight@washingtonva.gov](mailto:david.mcknight@washingtonva.gov)

Wesley Kerr, Vice-Chair  
P.O. Box 7  
Washington, VA 22747  
Phone: 540-675-3128  
[wesley.kerr@washingtonva.gov](mailto:wesley.kerr@washingtonva.gov)

#### Zoning Administrator

[zoning@washingtonva.gov](mailto:zoning@washingtonva.gov)  
Phone: 540-675-3128  
By Appointment from Town Council (Non Voting)

#### Town Clerk

[townofwashington@washingtonva.gov](mailto: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/](http://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](http://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
- Historic District Survey
- Applications
- Fees



# TOWN OF WASHINGTON, VIRGINIA - ARCHITECTURAL REVIEW BOARD



## TOWN OF WASHINGTON, VIRGINIA HISTORIC INVENTORY MAP