Application for In-Kind Replacement & Repair

This form is to be used for work not requiring ARB approval.

PLEASE POST ON SITE ONCE APPROVED.

Print Form

Date of Application

Complete Form & Click Here to Submit Electronically

Site Address

Property Owner:

Name:

Address:

City: State: Zip Code:

Phone Number: E-Mail:

Brief Project Description:

(Work not requiring ARB approval includes painting and ordinary maintenance activities and replacement of porches, stairs, awnings, roofing materials, windows, or other similar modifications to an element of a building, structure or landmark, where materials of the same design are used and the architectural defining features of the structure are maintained.)

Submittal Checklist:

- ☐ A *completed* application.
- ☐ Photograph(s) of existing condition of the feature(s) proposed for repair or replacement *(please provide as attachment)*.

Certification:

I hereby certify that the exterior work to be undertaken on this property will be done as described above and will be limited to the described maintenance and in-kind replacement.

Signature of Property Owner: Date:

Department of Planning Building and Development
Room 166, Noel C. Taylor Municipal Building
215 Church Avenue, S.W.
Roanoke, Virginia 24011
Phone: (540) 853-1730 Fax: (540)853-1230

ARB Agent
Frederick Gusler, Senior City Planner
Phone: (540) 853-1104
E-mail: frederick.gusler@roanokeva.gov

Section Below to be Completed by Staff

Tax Parcel Number:

Base Zoning District:

Overlay Zone:

Other approvals needed:

- ☐ Zoning Permit
- ☐ Building Permt
- ☐ Other _____

Approved:

Agent, Architectural Review Board: Date: