

H-1, Historic Downtown Overlay District

Submittal Requirements Checklist

The following must be submitted for **all** applications:

- A *completed* application form and checklist. Applications will be deemed incomplete without owner signature.
- A brief project description of work including how the proposed architectural or site alterations are consistent with the ARB Guidelines for the subject Historic District. If historic materials are being replaced rather than repaired, please provide justifications.
- Photographs showing the current conditions of the specific project site.

For **painting**, the following must be submitted:

- Identify portions of the building to be painted.
- Paint color sample(s).

For **lighting**, the following must be submitted:

- Site Lighting: A site plan showing proposed location of lighting.
- Building Mounted: Photograph or scaled drawing of elevation showing location of proposed lighting.
- Sample, photograph or catalog picture of proposed fixture.

For **awnings and canopies**, the following must be submitted:

- Scaled elevation drawing showing location, size and proportion of proposed awnings or canopies in relation to the building. Please identify the materials, design, distance from the sidewalk to the bottom of awning/canopy (eight foot clearance required) and mounting method to be used.
- Sample, photograph or catalog picture of manufactured items.

For **new construction**, the following must be submitted:

- Site plan, including property lines, roadways, footprint of buildings and structures, paving, etc.
- Scaled elevation drawings of all sides of proposed building/addition.
- Samples, photographs or catalog pictures of building materials.

For **signs**, the following must be submitted:

- Building Mounted: Photograph or scaled drawing of elevation showing location of proposed sign.
- Photograph or scaled drawing of the proposed sign, identifying materials, color, lettering (size and style), and wordage.
- Specifications of sign brackets, mounting hardware and lighting, if applicable.

For **windows, doors, roofs, parapets and cornices**, the following must be submitted:

- Scaled elevation drawings showing proposed alteration. If proposing to return building to an earlier appearance, please provide supporting documentation for the request (i.e. historic photograph).
- Sample, photograph or catalog picture of proposed building material.

For **demolition**, the following must be submitted:

- Justification for demolition, including structural evaluation and cost estimates for rehabilitation.

For **other items**, please refer to a like category.

**Note: If applying by e-mail please include the above items as an attachment.*

Department of Planning Building and Development
Room 170, Noel C. Taylor Municipal Building
215 Church Avenue, S.W.
Roanoke, Virginia 24011
Phone: (540) 853-1730

ARB Agent
Parviz Moosavi, Historic Preservation Planner
Phone: (540) 853-1522
E-mail: parviz.moosavi@roanokeva.gov

H-1, Historic Downtown Overlay District

Application for Certificate of Appropriateness

Date of Application

Site Address

Property Owner:

Name:

Address:

City: State: Zip Code:

Phone Number: E-Mail:

Owner's Representative (if applicable):

Name:

Address:

City: State: Zip Code:

Phone Number: E-Mail:

Application prepared by:

Project Type: Painting Lighting Awnings and Canopies New Construction Signs Windows and Doors
 Storefront Roof, Cornice or Parapet Demolition Other:

***PLEASE USE ATTACHED SHEET FOR PROJECT DESCRIPTION.**

Acknowledgement of Responsibility:

I understand that all applications requiring review by the ARB must be complete and must be submitted before application deadlines; otherwise consideration will be deferred to the following meeting. I agree to comply with the conditions of this certificate and all other applicable city regulations and to pursue this project in strict conformance with the plans approved by the ARB. I understand that no changes are permitted without prior approval by the City.

Signature of Property Owner: Date:

Section Below to be Completed by Staff

Certificate Number: Approval By: ARB Agent

Tax Parcel Number: Other approvals needed:
 Zoning Permit BZA/Planning Commission

Base Zoning District: Building Permit Other _____

Agent, Architectural Review Board: Date:

Member, Architectural Review Board: Date:

H-1, Historic Downtown Overlay District Detailed Project Description

Site Address:

Property Owner:

Project
Description:

Additional information to be submitted:

Photographs Site Plan Elevation Drawings Sample, Photograph, or Catalog Pictures of Proposed Material

Other: