

# 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.*

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Phone: (540) 853-1730 Fax: (540)853-1230

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Erica Taylor, City Planner II  
Phone: (540) 853-1522  
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# 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:

Tax Parcel Number:

Base Zoning District:

Approval By:  ARB  Agent

Other approvals needed:

Zoning Permit  BZA/Planning Commission  
 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: