

Application for Certificate of Appropriateness



1. Date of Application: _____

2. **Information on Subject Property**

Site Address: _____

3. **Property Owner**

Name: _____

Address: _____

Phone: (w) _____ (h) _____

Fax: _____ Email: _____

4. **Authorized Agent** (If Applicable)

Name: _____

Address: _____

Phone: (w) _____ (h) _____

Fax: _____ Email: _____

5. Who is the PRIMARY CONTACT PERSON for this application? _____

6. **Project Description** Windows and Doors Roof Porch Walls and Fences New Construction
 Parking/Paving Signs Demolition Other _____

7. **Brief Description of Work**

8. **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 of the city.

_____ Date: _____

Signature of Property Owner

Section Below to be Completed by Staff

Tax Parcel Number: _____

Zoning District: _____

Overlay District: H1 H2

Other approvals needed:

- Zoning Permit
- Building Permit
- Other _____

Approval By: ARB Agent

Application Accepted:

_____ Date: _____

Secretary, Architectural Review Board

Certificate Number:

Submittal Requirements Checklist Con't



3. For **walls and fences**, the following must be submitted:
 - Site plan showing the proposed location of the fence. The site plan should include property lines, roadways, footprint/dimensions/setbacks of all buildings and structures, paving, lighting, exterior mechanical equipment, existing fences etc.
 - Elevation drawing, to scale, of fence design.
 - Samples or pictures of proposed materials.

4. For **new construction**, the following must be submitted:
 - Site Plan. The site plan should include property lines, roadways, footprint of buildings and structures on subject and adjacent sites, paving, lighting, exterior and mechanical equipment locations, fences etc. The drawing should distinguish between the existing and the proposed.
 - Scaled elevation drawings of all sides of proposed buildings/additions. The drawing should distinguish the existing from the proposed. Elevation drawings should include the following:
 - Type, finish, material and color of all surfaces.
 - Design of all windows, doors, eaves, siding, trim work, shutters, chimneys, roofing and other features on the building exterior.
 - Catalog picture of manufactured items.
 - Samples or pictures of proposed building materials.

5. For **parking/paving**, the following must be submitted:
 - Site plan showing the proposed location of new paving surface. The site plan should include property lines, roadways, footprint/dimensions/setbacks of all buildings and structures, existing paving, lighting, exterior mechanical equipment, fences, ect.
 - Sample or picture of proposed pavement material.

6. For **signs**, the following must be submitted:
 - Freestanding: A site plan showing the proposed location of the sign. The site plan should include property lines, roadways, footprint/dimensions/setbacks of all buildings and structures, paving, lighting, exterior mechanical equipment, fences etc.
 - Building Mounted: A scaled drawing of the elevation on which the proposed sign will be located.
 - Location and size of any existing signs to remain.
 - Scaled elevation drawing of the sign identifying materials, colors, lettering (size and style), and wordage.
 - Specifications of sign brackets and mounting hardware.
 - Lighting specifications, if applicable.

7. For **demolition**, the following must be submitted:
 - Structural evaluation and cost estimates for rehabilitation.
 - Justification for demolition.
 - Photographs of all sides of buildings to be demolished.
 - Plans for property once demolition is accomplished.

8. For **other items**:
 - Please refer to a like category for required items.

A Guide to the Design Review Process



1. Architectural Review Board Mission Statement

The Architectural Review Board shall ensure the preservation, enhancement, and maintenance of the city's architectural, cultural, and historic landmarks, buildings, signs, structures, and neighborhoods.

2. Application and Public Meeting

The application for a Certificate of Appropriateness (COA) and all supporting information must be received before application deadlines. Incomplete applications will not be placed on the Board's agenda. The Board meets on the 2nd Thursday of each month at 4:00 PM in the Council Chamber of the Noel C. Taylor Municipal Building, 215 Church Avenue, S.W. The property owner or their representative must be present at the meeting to answer any questions from the Board.

3. Board Action

A Certificate of Appropriateness will be issued once an application has been approved. This Certificate must be posted for the duration of the project, along with all other required permits, in a publicly visible location on the property. The Certificate will remain valid for one (1) year from the date of action by the ARB, or City Council on appeal. If progress has not been made toward completing the project within that year, the COA is voided and a new application must be submitted and approved before work may resume.

If the application is denied but accompanied by recommendations from the ARB, the applicant may amend their application and resubmit to the ARB within ninety (90) calendar days of the Board's decision. Any applicant who is aggrieved by a decision of the ARB may present a petition to City Council appealing such decision. The petition must be filed with the thirty (30) calendar days after the decision is rendered by the Board.

4. *Please remember...*

The COA does not relieve the property owner from the responsibility of obtaining any other required permits. A copy of the Certificate must be submitted to the Development Assistance Center (DAC) for permitting. For more information contact the DAC at 853-1090. It is strongly suggested that you do not order or purchase any materials until ARB approval and required City permits are obtained.

5. Department of Planning Building and Economic Development

Room 166, Noel C. Taylor Municipal Building
215 Church Avenue, S.W.
Roanoke, Virginia 24011
Phone: (540) 853-1730
Fax: (540) 853-1230
Website: www.roanokeva.gov

6. ARB Agent

Anne Beckett, City Planner II
Phone: (540) 853-1522
Email: anne.beckett@roanokeva.gov

2007 Architectural Review Board
Application Deadline & Meeting Schedule

Application Deadline	ARB Meeting
December 21, 2006	January 11, 2007
January 18, 2007	February 8, 2007
February 15, 2007	March 8, 2007
March 22, 2007	April 12, 2007
April 19, 2007	May 10, 2007
May 24, 2007	June 14, 2007
June 21, 2007	July 12, 2007
July 19, 2007	August 9, 2007
August 23, 2007	September 13, 2007
September 20, 2007	October 11, 2007
October 18, 2007	November 8, 2007
November 21, 2007	December 13, 2007