CITY OF FREDERICKSBURG, VIRGINIA

APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS
FROM THE
ARCHITECTURAL REVIEW BOARD

Date of Application_____ Fee: _____ ($100 new) Check _____
($50 modification)

Application is hereby made for a Certificate of Appropriateness for the following item(s):

_____New Construction _____Exterior Alteration or Addition
_____Accessory Structure(s) _____Fence(s)_____Sign(s) _____Demolition

Property Address_____

Name of Applicant_____

Applicant's Mailing
Address_____

_____ Telephone_____

Name of Applicant's Representative (*if applicable):* _____
***(Representative should have the authority to amend the application to bring it into compliance with applicable standards and guidelines*)**

Mailing Address_____

_____ Telephone_____

Description of proposal (***provide ten (10) copies of all supporting material***):

_____
_____
_____
_____
_____

_____ _____
Signature of Applicant Date

_____ _____
Signature of Property Owner Date

_____ _____
Signature of Representative Date

Please do not write below this line.

Date Application Considered Complete_____
Date of Public Hearing_____
Action by Architectural Review Board_____

Form Rev. 09//2007

Application Requirements
Applications for Certificates of Appropriateness must be filed with the Office of Planning & Community Development. **Applications must include the application fee of $100.00 for a new application and $50.00 for a modification, as well as ten (10) copies of the following supporting documentation (attach additional sheets as necessary):**

New Construction, Exterior Alterations or Additions and Accessory Structure(s):
_____ Statement of proposed use.
_____ Photographs, maps and/or drawings relating the proposed use to the surrounding properties.
_____ Historic evidence to justify any restoration.
_____ A site plan, showing location of proposed construction and/or changes.
_____ Drawings of elevations that are visible from a public right-of-way.
_____ List of proposed materials, including material specifications.

Fences:
_____ Plat or map of property showing fence location.
_____ Drawing, to scale, of the fence design.
_____ Materials and dimensions.

Signs:
_____ Artist's rendition of proposed sign(s).
_____ Elevation(s) of the building showing location of signs.
_____ Drawing and specifications of sign bracket(s) and mounting hardware.
_____ Dimensions, materials, and other specifications.

Demolition:
_____ Justification for demolition, such as Building Official's report.
_____ Documentation of inordinate hardship (if applicable).
_____ Plans for the property once demolition is accomplished.

Please be as complete as possible in providing this material. The normal processing time for a Certificate of Appropriateness is 30 days. ***Failure to provide adequate documentation of a proposed project may delay the application process.***

Architectural Review Board Action
The ARB will provide public notice and hold a public hearing. The ARB meets on the second Monday of each month (except October, when the meeting occurs on the third Monday) in City Hall Council Chambers at 7:30 p.m. ***The applicant or their representative must be present at the meeting to answer any questions from the Board.*** The ARB is also available, upon request, to provide guidance for specific projects prior to submitting a formal application.

Certificate of Appropriateness
Once an application has been approved by the ARB, the Office of Planning & Community Development issues a Certificate of Appropriateness that remains valid for one (1) year after the date of approval.

Appealing an ARB Decision
An ARB decision may be appealed to City Council either by the applicant or by an opponent. Written notice of intent to appeal must be submitted within fourteen (14) days after the decision to be appealed was rendered.