



**City of Fredericksburg**  
**ARCHITECTURAL REVIEW BOARD**  
Community Planning and Building Department  
715 Princess Anne Street, Room 209  
P.O. Box 7447  
Fredericksburg, Virginia 22404  
(540) 372-1179

## CERTIFICATE OF APPROPRIATENESS

Application Date: \_\_\_\_\_ Fee: \_\_\_\_\_ (\$100 new construction)  
\_\_\_\_\_ (\$50 alteration, fence, etc.)

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

- New Construction                       Exterior alteration/addition                       Fence(s)  
 Accessory Structure(s)                       Demolition

Address of Property: \_\_\_\_\_

Project Description: \_\_\_\_\_

Applicant or Applicant's Representative: \_\_\_\_\_

Contact information for Applicant or Applicant's Representative: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Provide ten (10) copies of all supporting material (as noted on the reverse side of this form). Drawings or plans larger than 11x17 inches must be uploaded to the City's FTP website (instructions attached). Applications for new construction also require the applicant to notify adjoining property owners (see reverse).**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

This application will be reviewed using specific criteria that relate to protecting the historic, architectural, and cultural resources present in the Historic District. These criteria may be found in Fredericksburg's Historic District Handbook, which is available at no cost.

***FOR OFFICIAL USE ONLY***

Date Application Verified Complete: \_\_\_\_\_ Verified By: \_\_\_\_\_

Identification Number: \_\_\_\_\_

## **Application Requirements**

Sufficient details are needed for review. Unclear applications may be tabled until sufficient information is provided. There is no set list of required materials, but scaled plans, elevations, section drawings, specifications on materials, and installation details are often essential for the ARB to understand a proposal.

The following supporting documentation is needed to process these various applications. All items must be provided unless waived by the Planning staff.

### **New construction, exterior alterations, additions, and accessory structure(s)**

- A site drawing, showing location of proposed construction.
- Detailed drawings, with dimensions, showing the size, form, orientation, and materials of the proposed construction or alterations. The applicant needs to clearly show how a proposed development will relate to its historic context (its street and neighborhood).

### **Fence / Perimeter Wall**

- Plat or map of property showing fence/wall location.
- Drawing or photograph of the fence/wall design, with dimensions and materials specified.

### **Demolition**

- Justification for demolition, such as an engineer's report.
- Documentation of inordinate hardship (if applicable).
- Plans for the property once demolition is accomplished.

**The normal processing time for a Certificate of Appropriateness is 30-45 days. Failure to provide adequate documentation for a proposed project may delay the application.**

### **Public Notice Requirements for New Construction:**

For new construction, the applicant must send written notice (by return receipt mail) to adjoining property owners. The property owners are those persons shown on current real estate tax assessment records, whose properties abut the subject property as well as those directly across the street. Notice must indicate the type of application submitted and the date, time, and place of the public hearing. Notice must be mailed at least five (5) days prior to the public hearing.

### **Architectural Review Board Action:**

The ARB will provide public notice for all applications and hold a public hearing. The ARB meets on the second Monday of each month at 7:30 p.m. in City Hall. The applicant or their representative should be present to answer any questions from the Board. The ARB is available, upon request, to provide guidance for specific projects prior to submittal of a formal application.

### **Certificate of Appropriateness:**

Once the ARB has approved an application, the Planning Office will issue a Certificate of Appropriateness that remains valid for one (1) year after the date of approval.

### **Appeals:**

Any person aggrieved by a decision of the ARB may appeal such decision to the City Council. Written notice of intent to appeal must be submitted within fourteen (14) days after the decision to be appealed was rendered.