



ARCHITECTURAL REVIEW BOARD  
601 Caroline Street, Suite 400  
PO Box 7447  
Fredericksburg, Virginia 22404-7447  
540-372-1179  
[planning@fredericksburgva.gov](mailto:planning@fredericksburgva.gov)

### CERTIFICATE OF APPROPRIATENESS

Application Date: \_\_\_\_\_ Fees: \_\_\_\_\_ \$250 New Construction/Additions  
\_\_\_\_\_ \$150 Alterations/Demolition  
\_\_\_\_\_ \$ 75 Administrative Review

Application is hereby made for a Certificate of Appropriateness for the following item (check all that apply):

- New Construction/Addition     Exterior alteration     Demolition     Accessory Structure\*  
 Fence(s)\*     Sign(s)\*     Other \_\_\_\_\_

*\*Please note that there are additional forms for a Fence, Sign and Accessory Structure Permit*

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

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

Property Owner: \_\_\_\_\_

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

Contact information for Applicant or Applicant's Representative:

Mailing Address: \_\_\_\_\_

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

**One set of all supporting materials must be provided in hard copy format. Drawings or plans must be no larger than 11" x 17" and must be to scale. Additional copies must be provided digitally through the City's FTP website. Applications for new construction of primary structures require the applicant to notify adjacent property owners by certified mail (see reverse).**

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

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

Does any organization hold a preservation easement or similar interest in your property?  Yes  No

If so, have you consulted with the organization?  Yes  No

**FOR OFFICIAL USE ONLY**

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

Identification Number: \_\_\_\_\_ Hearing Date: \_\_\_\_\_

Action: \_\_\_\_\_

## **APPLICATION AND SUBMITTAL PROCEDURE**

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Before submitting an application, you are encouraged to review the [Historic District Handbook](#) and to discuss your project with Community Planning and Building Department staff. Contact Kate Schwartz, Historic Resources Planner, at (540) 372-1179 or [ksschwartz@fredericksburgva.gov](mailto:ksschwartz@fredericksburgva.gov). The ARB is additionally available, upon request, to provide guidance for specific projects prior to submittal of a formal application.

Sufficient details and supporting documentation are needed to review applications. Any application that does not include information necessary for evaluation under the criteria defined in City Code §72-23.1 may be rejected, continued, or tabled until information is provided. Please see the “Required Materials” list on the following page to identify the supporting documentation that must be submitted.

**The normal processing time for a Certificate of Appropriateness is 30-60 days. Failure to provide adequate documentation may delay the application.**

### **Application Submittal**

- Submit in person the following items: Application, Supporting Documentation, and Application Fee to the Planning Services Division, 601 Caroline Street, Suite 400 Fredericksburg VA 22401.
- Staff will determine whether the project is subject to review by staff or by the ARB.
- Administratively reviewed applications are sent to the ARB for its consent at the next regular meeting.
- Staff may request additional information if needed and will provide a deadline for submittal of additional information. If requested information is not provided, review and approval of the application may be delayed.
- For new construction, the applicant must send written notice by certified mail to adjacent property owners. The property owners are those persons shown on current real estate tax assessment records, whose properties about the subject property as well as those directly across the street. Staff will provide the correct language and details to be included in the letter. Notice must be delivered at least five (5) days prior to the public hearing.

### **Public Hearing by the ARB**

- The ARB meets on the second Monday of each month at 7:00 p.m. in Council Chambers of City Hall. Public notice will be provided for all applications.
- Applicants, project representatives, and/or property owners are strongly encouraged to attend the ARB hearing in order to respond to questions about the proposed project. If no representative is present, the ARB may deny the project or continue its consideration to the next meeting.
- The ARB may request additional information in order to make a fully informed decision, in which case its consideration may be continued to a specified future hearing.

### **Post-Hearing/ Decision**

- Any person aggrieved by a decision of the ARB may appeal such decision to the City Council, provided such appeal is filed in writing within 30 days from the date of the ARB's decision.
- Once an application has been approved, staff will issue a Certificate of Appropriateness that remains valid for two (2) years after the date of approval, or as long as other required permits remain in effect.
- A Certificate of Appropriateness does not constitute general zoning approval or a building permit for any use, building, or structure. Additional permits and associated fees may be required for the project to proceed.

**Certificate of Appropriateness Application: Required Materials**

TYPE OF REQUEST	Level of Review	Application Fee	Photographs	Site Plan	Elevations/ Design	Perspective or 3D	Rendered Street	Material/ Product	Condition Assesmen	Mailed Notificatio	Wall Section
ADDITIONS	ARB	\$250	✓	✓	✓	*	*	*			✓
SIGNS	Staff	\$75	✓		✓						
FENCES	Staff	\$75	✓	✓	✓						
NEW CONSTRUCTION:											
Primary Structure: Site Plan, Scale, and Massing	ARB	\$250	✓	✓	✓	*	*			✓	
Primary Structure: Architectural Details	ARB	-			✓	*	*			✓	✓
Accessory Structure	ARB	\$150	✓	✓	✓	*	*				
DEMOLITIONS:											
Primary Structure (In part or in total)	ARB	\$150	✓	✓					✓		
Accessory Structure	ARB	\$150	✓	✓					✓		
RELOCATION	ARB	\$150	✓	✓	*	*	*		✓	*	
ALTERATIONS:											
Minor alterations, including: awnings, canopies, storm doors, gutters, downspouts, chimney caps, shutters, lighting fixtures, or similar appurtenances	Staff	\$75	✓		*			✓			*
Mechanical Equipment	ARB	\$75	✓	✓				✓			
Doors: add, remove, or change in material/style/opening	ARB	\$150	✓		✓			✓	✓		*
Siding: remove, replace, change in material or design	ARB	\$150	✓		✓			✓	✓		*
Paint previously unpainted materials	ARB	\$150	✓		✓			✓	✓		
Porches: open, enclose, change materials or design	ARB	\$150	✓		✓			✓	✓		*
Roof: change in material or shape	ARB	\$150	✓		✓			✓	✓		*
Windows: replacement, change in openings	ARB	\$150	✓		✓			✓	✓		*
Architectural Details	ARB	\$150	✓		✓			✓	✓		*
Storefronts	ARB	\$150	✓		✓	*	*	✓	✓		*
TEMPORARY EMERGENCY STABILIZATION	Staff	\$75	✓	*	*			✓	✓		

Key: (✓) = Items required to be submitted by the applicant.

(\* ) = Items which may be required, consult with staff to verify.



## ARCHITECTURAL REVIEW BOARD 2023 FILING DEADLINES AND MEETING DATES

FILING DEADLINE	DEADLINE FOR ADMINISTRATIVE ITEMS	MEETING DATE	PUBLIC NOTICE DATES
December 16, 2022	December 27, 2022	<b>January 9, 2023</b>	December 26, 2022 / January 2, 2023
January 20, 2023	January 31, 2023	<b>February 13, 2023</b>	January 30, 2023 / February 6, 2023
February 17, 2023	February 28, 2023	<b>March 13, 2023</b>	February 27, 2023 / March 6, 2023
March 17, 2023	March 28, 2023	<b>April 10, 2023</b>	March 27, 2023 / April 3, 2023
April 14, 2023	April 25, 2023	<b>May 8, 2023</b>	April 24, 2023 / May 1, 2023
May 19, 2023	May 30, 2023	<b>June 12, 2023</b>	May 29, 2023 / June 5, 2023
June 16, 2023	June 27, 2023	<b>July 10, 2023</b>	June 26, 2023 / July 3, 2023
July 21, 2023	August 1, 2023	<b>August 14, 2023</b>	July 31, 2023 / August 7, 2023
August 18, 2023	August 29, 2023	<b>September 11, 2023</b>	August 28, 2023 / September 4, 2023
September 15, 2023	September 26, 2023	<b>October 9, 2023</b>	September 25, 2023 / October 2, 2023
October 20, 2023	October 31, 2023	<b>November 13, 2023</b>	October 30, 2023 / November 6, 2023
November 17, 2023	November 28, 2023	<b>December 11, 2023</b>	November 27, 2023 / December 4, 2023
December 15, 2023	<i>December 27, 2023</i>	<b>January 8, 2024</b>	December 25, 2023 / January 1, 2024

The Architectural Review Board meets to conduct a public hearing and to consider applications on the second Monday of each month at 7:00 p.m. in Council Chambers, City Hall, 715 Princess Anne Street, Fredericksburg, Virginia. **The applicant, or their representative, should be present to answer questions from the Board.** A second meeting may be scheduled for the fourth Monday of the month as a work session.

Applicants must submit the application and accompanying fee (payable to the City of Fredericksburg) to the Community Planning & Building Department, Suite 400, 601 Caroline Street – Executive Plaza. **One set of all supporting materials must be provided in hard copy format. Drawings or plans must be no larger than 11” x 17” and must be to scale. Additional copies must be provided digitally through the City’s FTP website.** Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.

\*\* Filing deadlines are established to allow adequate time to process applications and comply with public notification requirements. Applications must be **complete** by the deadline in order to be heard on the corresponding meeting date. Public notice will appear in the *Free Lance-Star*.