



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: _____ Fees: _____ \$180 New Construction and Additions
 _____ \$120 Alterations and Demolition
 _____ \$60 Signs, Fences, Accessory Structures

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

- | | | |
|--|--|-----------------------------------|
| <input type="checkbox"/> New Construction/Addition | <input type="checkbox"/> Exterior alteration | <input type="checkbox"/> Fence(s) |
| <input type="checkbox"/> Accessory Structure(s) | <input type="checkbox"/> Demolition | <input type="checkbox"/> Sign(s) |

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: _____

Hearing Date: _____ Action: _____

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 delivered 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 7:00 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 thirty (30) days after the decision to be appealed was rendered.

Checklist for Certificate of Appropriateness

A. General Information		
1	Application with two (2) hard copies and digital submission of any applicable drawings, photographs, or other written materials. Drawings should be formatted no larger than 11 x 17.	
2	Fee	
B. New construction, addition, exterior alterations, and accessory structures		
1	A site map for any proposed construction	
2	Drawings or elevations showing the size, form, orientation, and/or materials	
3	Historic evidence if proposing any restoration	
4	Photographs/maps/drawings that will help the ARB to understand the proposal	
C. Fence/Perimeter Wall		
1	Map of property showing fence/wall location	
2	Drawing/photo of fence/wall showing dimensions and materials	
D. Sign(s)		
1	Photo/drawing of sign showing dimensions and materials	
2	Elevation showing sign(s) in place	
3	Drawing/specifications of sign bracket(s) and mounting hardware	
E. Demolition		
1	Documentation of structural condition	
2	Documentation of inordinate hardship (if applicable)	
3	Plans for property once demolition is accomplished	

D. Certificate of Appropriateness

1. General Description

The Old and Historic Fredericksburg Overlay District (HFD) seeks to promote the City's historic, architectural, and cultural significance by preserving the architectural integrity of existing buildings and ensuring that new elements are in keeping with the area's character through a design review process. The following areas of the City are included within this historic preservation overlay:

- a. Downtown Historic District
- b. Old Mill Historic District
- c. Old Walker-Grant Historic District
- d. Individual historic sites including those on Washington Avenue, Hanover Street, William Street, Lewis Street, and Fall Hill Avenue

The Architectural Review Board (ARB) engages in design review for the following activities:

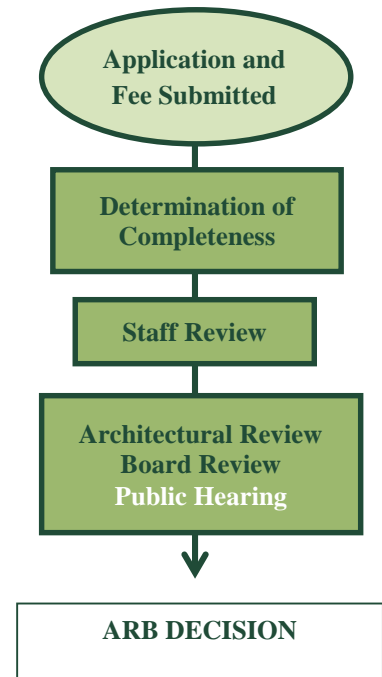
- (1) New construction
- (2) Addition or expansion of existing buildings
- (3) Any exterior changes visible from a public right-of-way or public land
- (4) Demolition or relocation of a building
- (5) Installation of fences
- (6) Installation of signs

Additional guidance is contained within the City's Historic District Handbook, available on the City's website or from the Planning Services Division of the Community Planning and Building Department.

2. Review Procedure

- a. Applicant submits application, fee, two hard copies of all supporting documentation, and digital files of the supporting documentation to the Planning Office in accordance with the filing deadline schedule.
- b. The ARB staff reviews the application for completeness within ten (10) days, and notifies the contact person if not complete.
- c. The Planning Office schedules the public hearing before the ARB and works with the applicant to provide the required mailed notification for projects including new construction of primary buildings.
- d. ARB must act within ninety (90) days of official submission. Staff reviews request, prepares staff report, and gives public notice, as appropriate.
- e. Item is presented to ARB for public hearing. ARB can approve, deny, modify, or defer item. The applicant or a representative should be present at the public hearing.
- f. Any person aggrieved by a decision of the ARB may appeal such decision to the City Council, provided such appeal is filed within thirty (30) days from the date of the ARB's decision.

Process Flow Chart Certificate of Appropriateness



3. Things to Know

There are specific review criteria for applications that deal with alteration of existing structures, construction of new structures, demolition or relocation of structures, and signs. A Certificate of Appropriateness shall expire one year after the date of such approval unless:

- a. A building or sign permit has been obtained and work begun; or
- b. An extension has been granted by the ARB which shall not exceed six months.

The ARB is available, upon request, for informal work sessions on the fourth Monday of the month to provide guidance for specific projects.

4. Submittal Requirements

The following items are required unless waived by the staff:

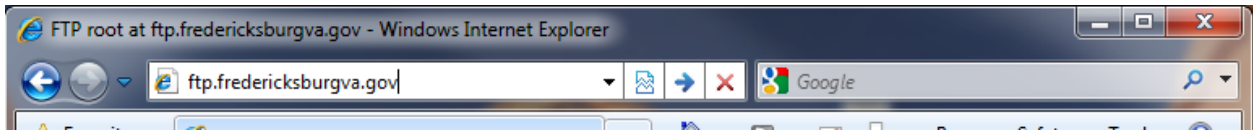
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Public FTP Access for the City of Fredericksburg

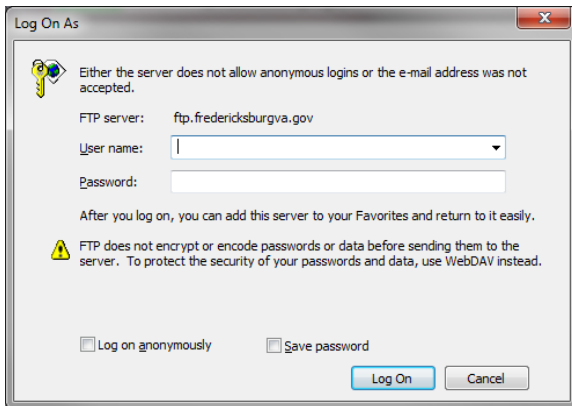
In order to share (upload or retrieve) electronic documents with the City of Fredericksburg, you may use the City's Public FTP site.

Step 1 – Logging into the FTP Site

- Open your default internet browser. Typically this is Internet Explorer.
- In the address bar at the top of the screen you will type in the url <ftp.fredericksburgva.gov>



- Hit "Go" or press enter and you should see a login screen prompting you for the username and password.



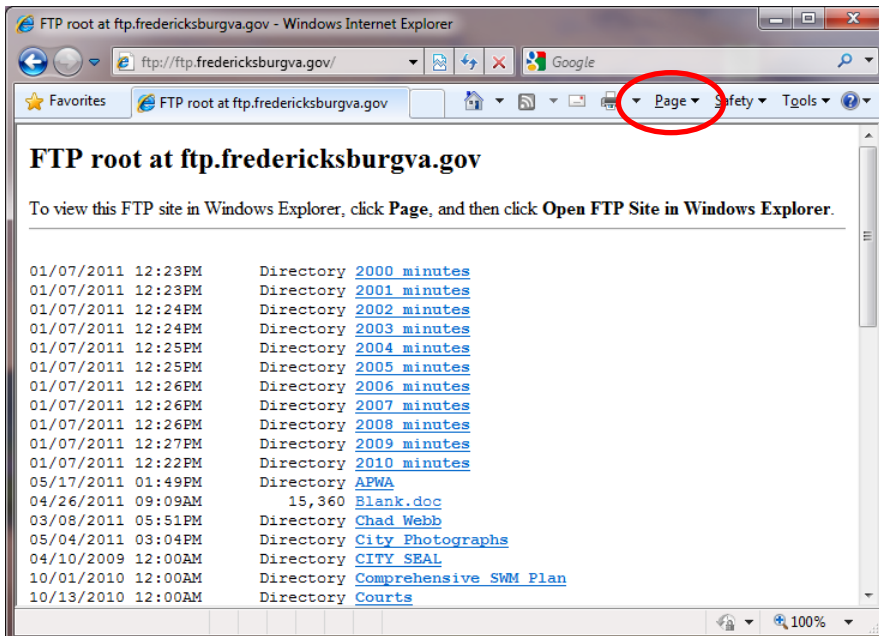
Username: fred

Password: guest

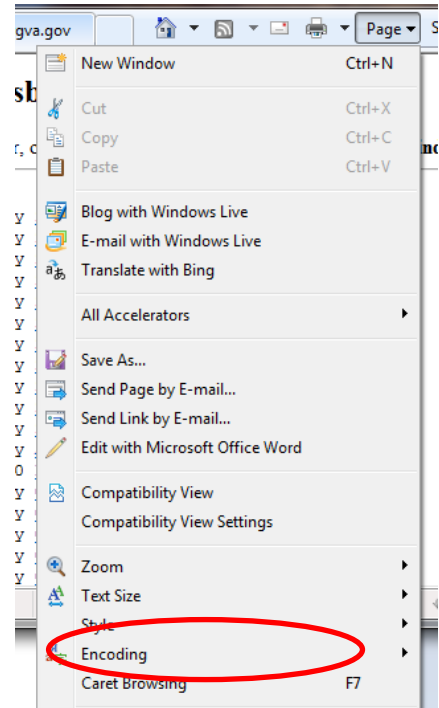
Hit "Log On" and you will be brought to the FTP site.

Step 2 – Uploading Documents

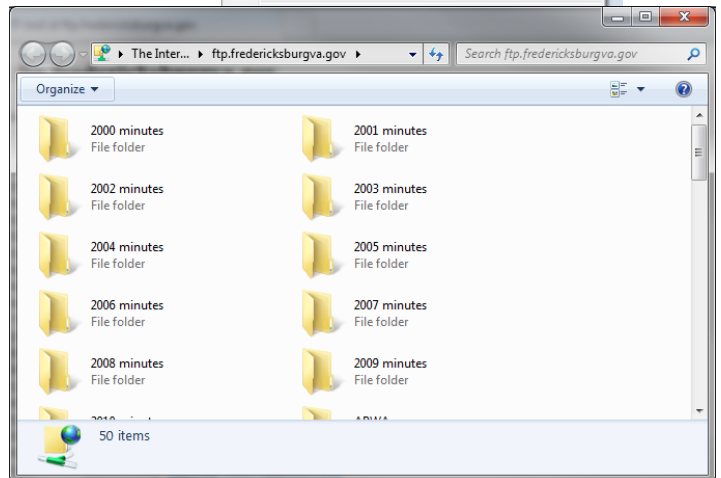
- Click on the "Page" dropdown menu at the top of your screen.



- In the dropdown locate the option to “Open FTP Site in Windows Explorer”, clicking on this option will ask you to login again at which time you will use the same credentials as before.



- You will then be shown the FTP site in a typical folder/file layout. You can simply drag-and-drop the files you wish to upload into the Electronic Application Materials folder. Click on the folder and then the applicable year and month in which you are filing the application. Create a new folder within the month you are filing the application, with the name of the applicant, and put all documents in this folder.
- All information shall be submitted in a pdf format.



PLEASE NOTE:

The City’s FTP site is for temporary transfer of documents ONLY; it is not for permanent record storage. Items older than 30 days will be **DELETED without notice.

This is a **PUBLIC FTP so be cautious before utilizing this site. If your documents contain sensitive or confidential information then please seek other means in order to submit your documents.