

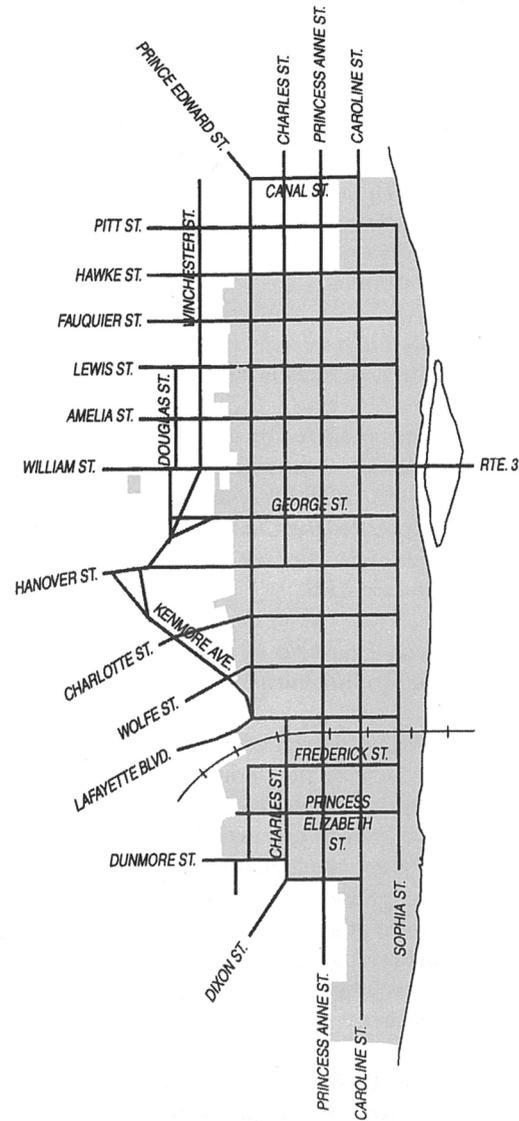
In 1972, the City Council of the City of Fredericksburg adopted the **Old and Historic Fredericksburg District Ordinance**, seeking to preserve the unique character of a 40-block area of downtown Fredericksburg. This area features historic structures and a range of architectural styles. The Historic District Ordinance requires that property owners within the district obtain a **Certificate of Appropriateness** before making exterior alterations to their buildings. The **Architectural Review Board** is a panel of seven knowledgeable citizens appointed by City Council to review the applications submitted in accordance with the Historic District Ordinance. This process has helped the historic district to retain its character as well as revive commercial activity in the Central Business District.

On behalf of the ARB, we welcome your participation in the review process and look forward to seeing you at our meetings.



This brochure is a brief overview of the Architectural Review Board application process. For additional information, including a history of the Historic District, specific recommendation about architecture styles, and detailed information on the guidelines used to evaluate proposed changes within the district, please refer to the Historic District Handbook published by the City of Fredericksburg, Virginia. You may also phone the Office of Planning and Community Development at (540) 372-1179.

Downtown Historic District



Note:
This map depicts the **Downtown Historic District** only. It does not show the **Mill Sites District** or individually designated sites.

Planning & Community Development
P.O. Box 7447
Fredericksburg, Virginia 22404-7447

CITY OF FREDERICKSBURG, VIRGINIA

HISTORIC DISTRICT GUIDELINES

Architectural Review Board Application Process



PREPARED BY PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

Q&A

How do I know if my property is in the Old and Historic Fredericksburg District?

Please refer to the map included in this brochure. If you have questions on whether your building is a part of the district, especially if your property is near a district boundary, please call the Planning Department for additional assistance. If your property is inside the Historic District, the City of Fredericksburg's Department of Building and Development Services will not issue a building or a sign permit until a Certificate of Appropriateness has been issued.

What is subject to review by the Architectural Review Board?

Any exterior alterations visible from a public right of way are subject to review. Exterior alterations include construction, reconstruction, exterior addition, exterior restoration, razing, relocation or demolition. The ARB also reviews installation of accessory structures, fences and signs.

What is not subject to review by the Architectural Review Board?

Alterations that are not visible from a public right of way are not subject to review by the ARB. In addition, repairs that replace deteriorated materials with identical materials are not subject to review. The ARB also does not review repainting of painted surfaces, nor does it review gardening or landscaping.

How do I apply for a Certificate of Appropriateness?

Applications for Certificates of Appropriateness may be obtained from the Office of Planning & Community Development, City Hall, Room 209. There is a \$50 to \$100 application fee, payable upon submitting the application. *Applicants need to provide sufficient documentation to allow a full review.* For exterior alterations, documentation should include plans and elevations, drawn to scale, showing any demolition and proposed changes, including proposed materials. Detailed drawings may also be necessary to illustrate window and doorway treatments. For signs, documentation should include a drawing, to scale, of the sign, with proposed colors indicated and an elevation of the building showing the location of the proposed sign, if applicable. For fences and walls, documentation should include a plat or sketch map showing the location of the proposed fence, an elevation showing its design, and a list of proposed materials. Applications that do not include sufficient information may be delayed.

Where do I meet with the Architectural Review Board?

The ARB holds its public hearings at 7:00 p.m. in the City Hall Council Chambers on the second Monday of each month, except during October, when it meets on the third Monday (to avoid conflicts with the Columbus Day weekend). These meetings are advertised in the Free Lance-Star. All interested persons may present their views on the projects scheduled for review. Information on pending applications is available to the public and may be examined in the Office of Planning and Community Development prior to the hearing.

The ARB holds supplemental meetings on the fourth Monday of each month. Notice of these meeting is posted at the Circuit Court House. They are not public hearings.

Do I need to be present at the Architectural Review Board meeting?

Either you or your representative (an architect, a sign painter, etc.) should be present at the meeting in case members of the ARB have questions about the application. *If the applicant is not present the review process may be delayed.*

How do I appeal a decision rendered by the Architectural Review Board?

Decisions rendered by the ARB may be appealed to City Council by any aggrieved party. *Written notice of intent to appeal must be submitted to the Clerk of City Council within 14 days after the decision was rendered by the ARB.*

How can I get help on an application before the Architectural Review Board?

The ARB will meet with applicants, upon request, to work out various aspects of a project prior to filing a formal application. This preliminary discussion is especially useful for larger construction projects, where there are greater design challenges to integrating the proposed construction into the existing built environment. Many architects, as well as property owners, take advantage of this process.

Informal work sessions take place at regularly scheduled ARB meetings (either the second or the fourth Monday of the month), as necessary. The ARB will also meet on site, if an applicant desires to walk through a project in the field, prior to making formal application.

To initiate an informal review, please contact the Office of Planning & Community Development. There is no application fee for an informal review, but potential applicants should submit sufficient documentation to allow an adequate discussion.

Are private citizens the only ones who have to follow these procedures?

The ARB reviews City projects within the Historic District and provides advisory review of projects undertaken by the City outside the Historic District. This requirement gives citizens an opportunity to comment on public investments.

Archaeological and human remains.

Archeological sites are the physical remains of past human activity, from the Native American presence thousands of years ago to the battles of the Civil War. Graves may not have been marked during this period of prehistory and history, so any excavation beyond a few inches may uncover artifacts and possibly human bones. Artifacts belong to the landowner. Human bones, however, may be part of a grave site, a cemetery or even evidence of a crime. If found, leave them in place and contact the police. If the police determine the site is not a crime scene, the City Planning staff will assist you to contact the Virginia Department of Historic Resources for information on how to treat artifacts and human remains.

How do I obtain additional information?

The Office of Planning and Community Development can provide information and offer guidance. They are located in Room 209, City Hall, 715 Princess Anne Street, Fredericksburg, VA 22401, (540) 372-1179. Historic District Handbooks are also available upon request.