



CITY OF WINCHESTER, VIRGINIA

Rouss City Hall
 15 North Cameron Street
 Winchester, VA 22601
 540-667-1815
 TDD 540-722-0782

APPLICATION

BOARD OF ARCHITECTURAL REVIEW
 CERTIFICATE OF APPROPRIATENESS

Please print or type all information

_____ Applicant (use reverse to list additional applicants)

_____ Telephone _____ Street Address

_____ E-mail address _____ City _____ State _____ Zip

_____ Owner's Signature (use reverse to list additional owners) _____ Owner Name (as appears in Land Records)

_____ Telephone _____ Street Address

_____ E-mail address _____ City _____ State _____ Zip

PROPERTY LOCATION

Current Street Address(es) _____ Use _____

Zoning: _____ Year Constructed: _____ Historic Plaque? Y () N () Number: _____

TYPE OF REQUEST – Submit required materials (on reverse side) and any additional information with this form.

<input type="checkbox"/> Demolition	<input type="checkbox"/> Sign (specific type) and # _____	<input type="checkbox"/> Exterior Change
<input type="checkbox"/> New Construction	<input type="checkbox"/> Freestanding	<input type="checkbox"/> Siding
<input type="checkbox"/> Addition	<input type="checkbox"/> Wall	<input type="checkbox"/> Roofing
<input type="checkbox"/> Fence	<input type="checkbox"/> Projecting	<input type="checkbox"/> Windows/Doors
<input type="checkbox"/> Wall	<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Paint
<input type="checkbox"/> Other (specify)		<input type="checkbox"/> Other (specify)

FOR OFFICIAL USE ONLY

Hearing Date(s) _____

CERTIFICATE OF APPROPRIATENESS IS: ____ APPROVED ____ DISAPPROVED ____ TABLED ____ WITHDRAWN

SIGNATURE _____ DATE _____
 Secretary, Board of Architectural Review

APPLICATION BOARD OF ARCHITECTURAL REVIEW

GENERAL INSTRUCTIONS

- The Board of Architectural Review uses the SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION when reviewing applications. A copy is available for review in the Planning Department.
- The WINCHESTER HISTORIC DISTRICT DESIGN GUIDELINES and A GUIDE TO COMMERCIAL SIGNAGE IN THE HISTORIC DISTRICT brochure are available in the Planning Department.
- The Board meets at 4:00 P.M. on the first and third Thursday of each month in Council Chambers.
- Application deadline is 5:00 PM on the Thursday prior to the meeting.
- Any project must also comply with all other ordinances and building codes.
- Please have a representative at the meeting to answer any questions the Board may have and who can discuss any possible changes or suggestions.
- The Board will review preliminary plans or drawings prior to formal submission.
- **ALL APPLICATIONS REQUIRE A RECENT PHOTOGRAPH OF THE STRUCTURE SHOWING AREA TO BE ALTERED.**

SIGN APPLICATIONS, REQUIRED MATERIALS:

- **Ten** copies of scaled drawing showing lettering style, colors, materials used and type of illumination.
- Sketch or clear description of where sign will be located.
- For freestanding signs, **ten** copies of scaled site drawing showing sign placement.

PAINT COLOR CHANGE, REQUIRED MATERIALS:

- Samples of paint colors. Give careful consideration to appropriateness of colors to age and style of structure.
- A clear description of what will be painted, include trim, window frames, railing, gutters and/or porch floors/ceilings.

NEW CONSTRUCTION, ADDITIONS, REMODELING OR RENOVATIONS, WALLS AND FENCES, REQUIRED MATERIALS:

- **Ten** copies of sketches or architectural renderings of additions and new construction.
- Samples, descriptive brochures and details of materials.
- **Ten** copies of scaled site plans for new construction, additions, walls and fences.
- Additions to existing structures should compliment rather than duplicate or copy the existing architecture.

REROOFING, REQUIRED MATERIALS:

- Samples of materials, style and color of proposed roof.

DEMOLITIONS, REQUIRED MATERIALS:

- For structures or portions of structures over 75 years old, \$300.00 filing fee.
- Photograph of all sides of structure to be demolished.

NOTE: THE BOARD OF ARCHITECTURAL REVIEW CERTIFICATE OF APPROVAL EXPIRES ONE YEAR FROM THE DATE OF APPROVAL

COMPLETE REVERSE SIDE