



Rouss City Hall  
 15 North Cameron Street  
 Winchester, VA 22601

Telephone: (540) 667-1815  
 FAX: (540) 722-3618  
 TDD: (540) 722-0782  
 Web: www.winchesterva.gov

**APPLICATION  
 BOARD OF ARCHITECTURAL REVIEW  
 CERTIFICATE OF APPROPRIATENESS**

**Please print or type all information:**

|                |                    |
|----------------|--------------------|
| _____          | Applicant          |
| Telephone      | Street Address     |
| E-mail address | City / State / Zip |

|                            |  |
|----------------------------|--|
| _____                      | Property Owner (Name as appears in Land Records) |
| Property Owner's Signature | Street Address                                   |
| Telephone                  | City / State / Zip                               |
| E-mail address             |  |

**PROPERTY LOCATION**

Current Street Address(es) \_\_\_\_\_ Use: \_\_\_\_\_

Zoning: \_\_\_\_\_ (HW) Year Constructed: \_\_\_\_\_ Historic Plaque? Y( ) N( ) Number: \_\_\_\_\_

**TYPE OF REQUEST**

|   |  |  |
|---|--|--|
| <input type="checkbox"/> Demolition             | <input type="checkbox"/> Sign (specify 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/Wall             | <input type="checkbox"/> Projecting                      | <input type="checkbox"/> Windows/Doors   |
| <input type="checkbox"/> CONCEPTUAL REVIEW ONLY | <input type="checkbox"/> Other sign (specify)            | <input type="checkbox"/> Paint           |
| <input type="checkbox"/> Other (specify)        |  |  |

**\*\*\*SEE REVERSE FOR MATERIALS TO INCLUDE WITH APPLICATION\*\*\***

FOR OFFICE USE ONLY

BAR Review OR  Administrative Review per Section 14-5

Hearing Date(s) \_\_\_\_\_

CERTIFICATE OF APPROPRIATENESS:  APPROVED  DISAPPROVED  TABLED  WITHDRAWN

CONDITIONS NOTED: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Secretary, Board of Architectural Review

## APPLICATION – BOARD OF ARCHITECTURAL REVIEW

### FOR ALL APPLICATIONS:

- The Board of Architectural Review (BAR) uses the following when considering applications:  
*The Secretary of Interior's Standards for Rehabilitation* [www.nps.gov/tps/standards/rehabilitation/rehab](http://www.nps.gov/tps/standards/rehabilitation/rehab)  
*Winchester Historic District Guidelines* [www.winchesterva.gov/planning/historic-district-design-guidelines](http://www.winchesterva.gov/planning/historic-district-design-guidelines)  
*Article 14 of the Winchester Zoning Ordinance* [www.winchesterva.gov/planning/zoneord](http://www.winchesterva.gov/planning/zoneord)  
**Applicants should carefully review their proposal relative to these guiding documents prior to submission. In addition to the required materials listed below, applicants are encouraged to provide a narrative description of the scope of the project and how it relates to these documents.**
- The BAR meets at 4pm on the first and third Thursdays of each month in Council Chambers.
- The deadline for COMPLETE applications (inc. all required materials) is 5pm ten (10) days before the meeting.
- The applicant or a representative must be at the meeting to answer any questions the Board may have and to discuss any possible changes or suggestions.
- Some applications may be considered for administrative review and approval per Section 14-5 of the Zoning Ordinance; however, all applications must include all required materials as if referred to the BAR.
- All projects must also comply with all applicable ordinances and building codes.
- \*\*\*ALL APPLICATIONS REQUIRE A RECENT PHOTOGRAPH (10 copies) OF THE STRUCTURE OR PROPERTY TO BE ALTERED; plus:**

### SIGN APPLICATIONS, REQUIRED MATERIALS: (**\*\*\*10 copies of each**)

- Scaled drawing showing materials used, colors, lettering style, and type (if any) of illumination.
- Sketch/clear description of where sign will be located. Include clearance for any projecting signs.
- For freestanding signs, scaled site drawing showing sign placement.

### PAINT COLOR CHANGE, REQUIRED MATERIALS: (**\*\*\*10 copies of each**)

- 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, including trim, window frames, railing, gutters, porch floors/ceilings, etc.

### NEW CONSTRUCTION, ADDITIONS, REMODELING OR RENOVATIONS, WALLS/FENCES, REQUIRED MATERIALS: (**\*\*\*10 copies of each**)

- Detailed sketch/architectural rendering and construction plans of additions and new construction.
- Samples, descriptive brochures and details of ALL materials.
- Scaled site plan for new construction, additions, walls and fences.

### ROOFING, REQUIRED MATERIALS: (**\*\*\*10 copies of each**)

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

### DEMOLITION, REQUIRED MATERIALS:

- Photographs of all sides of structure/feature to be demolished. (**\*\*\*10 copies of each**)
- For structures or portions of structures over 75 years old, \$300.00 filing fee. Such application requires a public hearing per Section 14-3-2 of the Zoning Ordinance; additional time between filing and the hearing may be required in order to satisfy procedural requirements for public notification of said hearing.

**NOTE: AN APPROVED CERTIFICATE OF APPROPRIATENESS EXPIRES TWELVE (12) MONTHS FROM THE DATE OF ISSUANCE OR OTHERWISE AS PROVIDED FOR IN SECTION 14-8 OF THE ZONING ORDINANCE.**