



CERTIFICATE #: CE-_____
DATE SUBMITTED: _____

Rouss City Hall
15 North Cameron Street
Winchester, VA 22601
(540) 667-1815

APPLICATION
CORRIDOR ENHANCEMENT DISTRICT
CERTIFICATE OF APPROPRIATENESS
(rev. 03/2023)

Please print or type all information

Applicant	
Address	City, State, Zip Code
Phone Number	Email Address

Owners Name (as appears in Land Records)	Owner's Signature
Address	City, State, Zip Code
Phone Number	Email Address

Property Location Details: _____
Current Street Address(es)

Zoning District: _____ Use: _____ Site Plan: Yes No SP# _____

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

<input type="checkbox"/> New Construction <input type="checkbox"/> Demolition <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Dumpster Enclosure <input type="checkbox"/> Off-Street Parking Area <input type="checkbox"/> Mechanical Units <input type="checkbox"/> Other (specify) <input type="checkbox"/> Wall <input type="checkbox"/> Fence <input type="checkbox"/> Lighting	<input type="checkbox"/> Sign(s) Removed Added <input type="checkbox"/> Building-Mounted #R-____ #A-____ <input type="checkbox"/> Freestanding #R-____ #A-____ <input type="checkbox"/> Internally Illuminated (<i>specify on plan</i>) <input type="checkbox"/> Exterior Change <input type="checkbox"/> Cladding/Trim <input type="checkbox"/> Roofing <input type="checkbox"/> Windows/Doors <input type="checkbox"/> Paint <input type="checkbox"/> Other (specify)
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FOR OFFICIAL USE ONLY

Comments: _____

APPROVED: _____ DATE _____
Planning Director

APPLICATION - CORRIDOR ENHANCEMENT DISTRICT

GENERAL INSTRUCTIONS

- Most requests are approved administratively by the Planning Director as agent for the Planning Commission.
- The Planning Commission and Planning Department use Article 14.2 of the Winchester Zoning Ordinance to ensure all proposals are in conformance with the regulations and guidelines of the Corridor Enhancement District.
- The WINCHESTER CORRIDOR ENHANCEMENT DISTRICT DESIGN GUIDELINES, which outlines the provisions of Article 14.2 of the Zoning Ordinance, are available in the Planning Department.
- Any project must also comply with all other City ordinances and building codes.
- Planning Department Staff will review preliminary plans or drawings prior to formal submission. Pre-application proposals may be sent via email to: plngdept@winchesterva.gov
- **ALL APPLICATIONS REQUIRE A RECENT COLOR PHOTOGRAPH OF THE STRUCTURE SHOWING THE AREA TO BE ALTERED.**

PAINT COLOR CHANGE, REQUIRED MATERIALS:

- A clear description of what will be painted, include trim, window frames, railing, gutters and/or porch floors/ceilings.
- Samples of each proposed color (3 maximum).

ROOF CHANGE, REQUIRED MATERIALS:

- **Three** copies of architect's or artist's rendering of proposed roof depicting front, side and rear elevations.
- Samples of materials, style and color of proposed roof.

WALLS, FENCES, OR MECHANICAL UNITS REQUIRED MATERIALS

- **Two** copies of scaled plans showing proposed location, height, and design
- Samples of materials, style and color of proposed wall or fence.
- Plans showing location of all equipment including meters and boxes.

SIGNS, REQUIRED MATERIALS:

- **Two** copies of scaled drawing showing lettering style, colors, materials used, and type of illumination.
- For building mounted signs, **two** copies of sketch or clear description of where sign will be located.
- For freestanding signs, **two** copies of scaled site drawing showing sign placement.

NEW CONSTRUCTION, ADDITIONS, REMODELING OR RENOVATIONS, ACCESSORY STRUCTURES, OFF-STREET PARKING AREAS, MECHANICAL UNITS, WALLS AND FENCES, REQUIRED MATERIALS:

- **Two** copies of architect's or artist's rendering of all proposed structures depicting the front, side, and rear elevations including architectural treatment of all structural exteriors, including building materials and colors to be utilized.
- **Two** copies of rendering of the landscape treatment in perspective view depicting parking areas visible from public road. If appropriate, this rendering may be combined with the one mentioned above.
- **Two** copies of the location and design of all proposed exterior site lighting within the proposed development.
- Photographs or drawings of neighboring uses and architectural styles.
- **Two** copies of scaled site plans showing new construction, additions, accessory structures, off-street parking areas, mechanical units, walls and fences.

NOTE: THE CORRIDOR ENHANCEMENT CERTIFICATE OF APPROPRIATENESS EXPIRES TWO YEARS FROM THE DATE OF APPROVAL IF THE WORK IS NOT UNDERTAKEN.

COMPLETE REVERSE SIDE