



Rouss City Hall
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 Winchester, VA 22601

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**BOARD OF ARCHITECTURAL REVIEW
 APPLICATION FOR 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"/> Other Exterior Change (specify) _____	<input type="checkbox"/> Siding
<input type="checkbox"/> New Construction	<input type="checkbox"/> Freestanding Sign and # ____	<input type="checkbox"/> Roofing
<input type="checkbox"/> Addition	<input type="checkbox"/> Wall Sign and # ____	<input type="checkbox"/> Windows
<input type="checkbox"/> Fence/Wall	<input type="checkbox"/> Projecting Sign and # ____	<input type="checkbox"/> Doors
<input type="checkbox"/> Conceptual Review Only	<input type="checkbox"/> Other Sign (specify) _____ and # ____	<input type="checkbox"/> Paint
<input type="checkbox"/> <u>Required Narrative Description of Work:</u>		

*****SEE REVERSE FOR INSTRUCTIONS AND 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CERTIFICATE OF APPROPRIATENESS: APPROVED DISAPPROVED TABLED WITHDRAWN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
 - Winchester Historic District Guidelines* www.winchesterva.gov/planning/historic-district-design-guidelines
 - Article 14 of the Winchester Zoning Ordinance* www.winchesterva.gov/planning/zoneord**Applicants should carefully review their proposal relative to these guiding documents prior to submission.**
- 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 MONDAY at 5 PM, ten (10) days before the meeting. However, **demolition** applications that require a **public hearing** must be submitted MONDAY at 5 PM, twenty-four (24) days prior to the meeting, to allow the necessary time to meet public notification requirements.
- 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.
- All projects must also comply with all applicable ordinances and building codes.

ALL APPLICATIONS REQUIRE:

- ONE RECENT PHOTOGRAPH OF THE STRUCTURE OR PROPERTY TO BE ALTERED
- NARRATIVE DESCRIPTION OF WORK (PROJECT SCOPE) ON APPLICATION FORM OR ATTACHED DOCUMENT

PLUS;

SIGN APPLICATIONS, REQUIRED MATERIALS:

- 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:

- Samples of paint colors. (Give careful consideration to appropriateness of colors to age and style of structure.)
- Provide a clear Narrative Description of what will be painted, including trim, window frames, railing, gutters, porch floors/ceilings, etc. on application form or an attached document.

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

- 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:

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

DEMOLITION, REQUIRED MATERIALS:

- Photographs of all sides of structure/feature to be demolished.
- For structures or portions of structures over 75 years old, \$300.00 filing fee. Such applications require a **public hearing** per Section 14-3-2 of the Zoning Ordinance and must be submitted MONDAY at 5 PM, twenty-four (24) days prior to the meeting, to allow the necessary time to meet public notification requirements.

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.