



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

**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CERTIFICATE OF APPROPRIATENESS:       APPROVED       DISAPPROVED       TABLED       WITHDRAWN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](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.**
- 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.**