



Rouss City Hall
15 North Cameron Street
Winchester, VA 22601

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**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 TEN(10) copies of all materials needed for each request, 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CERTIFICATE OF APPROPRIATENESS IS: _____ APPROVED _____ DISAPPROVED _____ TABLED _____ WITHDRAWN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

- **Ten (10)** copies of all materials
- The Board of Architectural Review uses the SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION when reviewing applications, and can be found at:
<http://www.nps.gov/tps/standards/rehabilitation/rehab/index.htm>
- 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 ten (10) days before the hearing.
- 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(10) copies of each

- 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, copies of scaled site drawing showing sign placement.

PAINT COLOR CHANGE, REQUIRED MATERIALS: TEN(10) copies 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, include trim, window frames, railing, gutters and/or porch floors/ceilings.

NEW CONSTRUCTION, ADDITIONS, REMODELING OR RENOVATIONS, WALLS AND FENCES, REQUIRED MATERIALS: TEN(10) copies of each

- copies of sketches or architectural renderings of additions and new construction.
- Samples, descriptive brochures and details of materials.
- 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