

TOWN OF WARRENTON, VIRGINIA

18 Court Street, P.O. Drawer 341

Warrenton, VA 20188-0341

(540) 347-2405

ARCHITECTURAL REVIEW

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS No. _____

Name of Applicant: _____

Doing Business As (if applicable): _____

Address of Applicant (including Zip): _____

Telephone Number: _____

Email: _____

Location of Property: _____

Relationship of Applicant to Property (lessee, owner): _____

Complete description of each modification or improvement: _____

Do all drawings, material samples, and other submissions required on page one accompany this application? Yes ____ No. ____: _____

Is there an application relevant to this property and the subject modifications or improvements pending or contemplated before the Board of Zoning Appeals, Planning Commission, or Town Council: Yes ____ No ____

If so, specify: _____

Who will represent the applicant before the ARB? (Representative must have the authority to commit the applicant to make changes that may be suggested or required by the Board.)

Name: _____

Title or Relationship to Applicant: _____

Address (including ZIP): _____

Telephone Number: _____

Email: _____

Signature of Property Owner

Signature of Applicant or Agent

Name (print or type)

Name (print or type)

Date

Date

ARCHITECTURAL REVIEW CERTIFICATE OF APPROPRIATENESS

INSTRUCTIONS FOR APPLICANTS

Applications for a Certificate of Appropriateness (COA) are to be submitted by the **1st day of each month** (or the first business day immediately following) to be reviewed within that month. Please complete and sign the attached application.

The following materials are required to be submitted with an application:

1. A minimum of three (3) photographs of the area of work.
2. Seven (7) sets of architectural plans, site plan, or building plans, drawn to scale (not less than 1" = 8'). One (1) copy of all plans and specifications submitted will remain on file with the Town of Warrenton, five (5) copies will remain with the Architectural Review Board members, and the other copy will be returned to the applicant with approval.
3. For Buildings: Samples of all proposed building materials, including, but not limited to brick, mortar, shingles, siding, glass, paint and stain colors. When actual samples cannot be provided, due to size, a product information sheet that has an illustration of the item may be substituted.
4. For Signs: A color scale drawing of the sign. The drawing must show sign dimensions, shade and color, and lettering style, size and spacing. The same sheet must also illustrate the method of support for the sign. Also, indicate sign material, location on the building or lot and proposed lighting, if any.
5. Applications for a building permit or a sign permit, if needed. (Additional forms will be provided.)

The staff of the Department of Planning and Community Development will determine whether the application proposes **substantial** or **non-substantial alterations** based on regulations established in the Zoning Ordinance.

COA applications proposing **substantial** alterations shall be forwarded and reviewed by the Town of Warrenton Architectural Review Board (ARB). The ARB meets every **4th Thursday at 7:00 p.m.**, in the Town Hall, located at 18 Court Street. Each applicant or a representative, who has the authority to commit the applicant to changes as recommended or required by the ARB, are required to attend this meeting or the application will be deferred.

COA applications proposing **non-substantial** alterations shall be reviewed by Administration within the Department of Planning and Community Development. Administrative review and approval will take up to 14 days to complete.