

**THIS PAMPHLET OUTLINES THE ARCHITECTURAL REVIEW BOARD REQUIREMENTS AND PROCEDURES IN THE TOWN OF WARRENTON. THIS IS A GENERAL GUIDE FOR THE OWNER/BUILDER. PLEASE CONSULT THE TOWN ZONING ORDINANCE AND/OR HISTORIC DISTRICT GUIDELINS FOR SPECIFIC EXPLANATIONS OF THE CRITERIA REQUIRED FOR WORK DONE WITHIN THE HISTORIC DISTRICT.**

**What work requires an ARB Application:**

All exterior work proposed in the Town requires an ARB Application to be filed with the Department of Planning and Community Development. Once received, it will be determined if Board review is necessary.

**What work requires Board Review?**

- 1) Construction of a new building at any location or a new accessory building on a landmark or contributing property or on a site within the Historic District adjacent to a designated landmark site.
- 2) Any addition or alteration of a structure which increases the square footage of the structure or otherwise alters substantially its size, height, contour, or outline.
- 3) Any change or alteration of the exterior architectural style of a contributing or landmark structure.
- 4) Addition or removal of one (1) or more stories or alteration of a roof line.
- 5) Landscaping which involves major changes of grade or walls and fences more than 3.5 feet in heights.
- 6) All signs on all structures. Canopy and awning logos included.

- 7) Any other major actions not specifically mentioned but would have a substantial effect on the character of the structure.
- 8) Erection of awnings, canopies, and similar appurtenances.
- 9) Window air conditioning units on the front of commercial buildings. Central air conditioning units on residential and commercial buildings. Placement of exhaust fans as well.

**What work is exempt from Board review and can be approved administratively?**

- 1) Repainting resulting in the same or different color excluding painting of masonry surfaces.
- 2) Replacement of missing or broken window panes, roofing slates, tiles, or shingles and except on landmark structures outside doors, window frames, or shutters where no substantial change in design or material is proposed.
- 3) Addition or deletion of storm doors or storm windows and window gardens, or similar appurtenances.
- 4) Addition or deletion of television and radio antennas, or skylights and solar collectors in locations not visible from a public street.
- 5) Minor landscaping that will not substantially affect the character of the property or its surroundings.
- 6) Minor additions or deletions to the structure or accessory structures that will not substantially affect the architectural character and are generally hidden from public view.

- 7) Construction of accessory structures on properties which are not designated as landmark or contributing properties and which are generally in keeping with the character of the existing structure and its surroundings.
- 8) Construction of off-street parking areas containing five spaces or less in a Commercial or Central Business District.
- 9) Creation of outdoor storage in the CBD which does not require structural changes or major grading.
- 10) Routine utility repairs and minor improvements which will not be clearly visible from the right-of-way.
- 11) And changes within a structure that are not clearly visible from a public street.
- 12) Work done to prevent deterioration or to replace parts of a structure with similar materials as nearly practical.
- 13) To restore same as nearly practical to its prior condition prior to such deterioration.

**Fees:** There are no fees associated with an ARB Application.

**Deadline:** Applications are due on or prior to the first business day of the month.

**IF YOU WOULD LIKE FURTHER INFORMATION OR HAVE ANY QUESTIONS REGARDING THE INFORMATION PROVIDED IN THIS PAMPHLET, PLEASE CONTACT THE TOWN OF WARRENTON, DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT AT (540) 347-2405.**

**TOWN OF WARRENTON ARB  
PREPARATION AND  
PROCEDURE**

- 1. Contact or visit the Department of Planning and Community Development to submit an ARB Application. It is important that the Department receive your application prior to the first of the month.*
- 2. Describe your work in detail. Include materials and architectural details that are there currently and proposed materials and details.*
- 3. Include seven (7) copies of all plans, renderings and pictures.*
- 4. Plan to be at the ARB meeting when your case is presented. ARB meetings are held the fourth Thursday of every month at 7pm. Meetings take place at Town Hall in the Council Chambers.*

*\*Contact the Department of Planning and Community Development if you require assistance.*

**FOR FURTHER INFORMATION AND  
ADDITIONAL HELP PLEASE  
CONTACT:**

**The Department of Planning and  
Community Development  
18 Court Street  
Warrenton, VA 20186  
(540) 347-2405  
Monday-Friday:  
8:00 a.m. 4:30 p.m.**

**Architectural  
Review Board**



**A STEP BY STEP  
PROCESS**

**PREPARED BY:  
THE DEPARTMENT OF  
PLANNING AND COMMUNITY  
DEVELOPMENT**