

Town of Gordonsville, Virginia



CERTIFICATE OF APPROPRIATENESS APPLICATION PACKAGE

- Application process
- Certificate of Appropriateness application form

CERTIFICATE OF APPROPRIATENESS APPLICATION PROCESS

1. The Town of Gordonsville **strongly encourages** a pre-application conference with the full Architectural Review Board or the Chairperson prior to the submittal of an application for a certificate of appropriateness. Town staff will set up the meeting. A pre-application meeting with the Chair shall take place within twenty (20) days of the request. A pre-application with the full board shall take place at the next regularly scheduled meeting. (*The Board of Architectural Review meets on the 1st Wednesday of every month*).
2. The applicant must submit an original and five (5) copies of a completed application package along with the required support documentation (*please see application form for list of support documentation*). Applications for any request that would otherwise require a Town Zoning permit (*such as new construction or sign*) must also include a Town zoning permit. Action on the zoning permit is contingent upon action on the certificate of appropriateness.
3. Town staff will review the application package for completeness and forward copies to the Architectural Review Board. The Architectural Review Board will consider that application at the next available meeting. *The deadline for submittal for Architectural Review Board consideration is two (2) weeks prior to the meeting date.*
4. A copy of the Town of Gordonsville Historic Overlay District Ordinance can be found on the Town web site at <http://www.townofgordonsville.org/DocumentView.asp?DID=93>
5. A copy of the *Draft* Town of Gordonsville Historic District Design Guidelines can be found on the Town web site at <http://www.townofgordonsville.org/DocumentView.asp?DID=641>.



Town of Gordonsville, Virginia

Town Manager's Office
Post Office Box 276, 112 South Main Street
Gordonsville, Virginia 22942
Phone - (540) 832-2233/ Fax - (540) 832-2449
E-mail smartyn@gordonsville.org

CERTIFICATE OF APPROPRIATENESS

I. IDENTIFICATION AND PROPERTY LOCATION

Tax Map Identification Number:
Name of Property Owner:
Physical Address of the site:
Mailing Address:
Telephone Number: Fax Number:
E-mail Address:
Name of Contractor:
Contractor's Mailing Address:
Telephone Number: Fax Number:
E-mail Address:
*Does Contractor have a Town of Gordonsville Business Licensing? YES NO

II. DESCRIPTION OF PROPOSED WORK (check all that apply)

- New structure/building
Addition to existing structure/building
Exterior Change
Driveway/Parking area
Grounds/landscaping
Wall/Fence
Demolition
Relocation
Other

III. SUPPORT DOCUMENTATION - New Construction/Alterations An application for a Certificate of Appropriateness shall be accompanied by six (6) copies of the following support documentation:

Attached N/A

- Site plan or plat of property showing lot dimensions; location, size, and use of existing and proposed structures; yard dimensions; location of private and public easements; water courses; fences; adjoining street names and right-of-way width.
Photographs of the subject property and photographs of the buildings on contiguous properties.
Detailed and clear descriptions of any proposed changes in the exterior features of the subject property, including but not limited to the following: the general design, arrangement, texture, materials, and signs, to be used and other exterior fixtures and appurtenances. Samples of material may be required.
Information showing the relationship of the proposed change to surrounding properties.

IV. SUPPORT DOCUMENTATION – Demolitions or partial demolitions An application for a Certificate of Appropriateness shall be accompanied by six (6) copies of the following support documentation:

Attached N/A

- Detailed and clear descriptions of any proposed changes in the exterior features of the subject property.
- Photographs of the subject property and photographs of the buildings on contiguous properties.
- Information showing the relationship of the proposed change to surrounding properties.
- Post-demolition plans, for all principal structures to be demolished on any site governed by this article and the appropriateness of such plans to the architectural character of the district.
- A structural evaluation and cost estimates for rehabilitation, prepared by a professional engineer, shall be provided by the applicant in the case of a demolition request where structural integrity is at issue. The Board of Architectural Review may waive the requirement for a structural evaluation and cost estimates in the case of an emergency, or if it determines that the building or structure proposed for demolition is not historically, architecturally or culturally significant.

V. ADDITIONAL REMARKS

Signature of Property Owner(s)

Date

Please print name of signature

The issuance of a certificate of appropriateness shall not, in and of itself, authorize any construction, reconstruction, alteration, repair, demolition, or other improvements or activities requiring a Town zoning permit or County building permit. Where a zoning or building permit is required, no activity authorized by a certificate of appropriateness shall be lawful unless conducted in accordance with the required zoning or building permit.

Approved Certificates of appropriateness are valid for twelve (12) months.

FOR OFFICE USE ONLY

Application Package Complete Yes No If no, date of completion _____

Permit Number _____ BAR Decision Approved Denied

This permit shall expire on _____ 20____ (Pursuant to Section 610.13(a) Town of Gordonsville Land Development).

Signature of Zoning Administrator

Date