

FILING AN APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

All CoA applications requiring HALRB review will be referred *first* to the Design Review Committee (DRC). See the 2014 CoA Application Schedule below for important dates. Please call the Historic Preservation staff at (703) 228-3549 if you need any assistance with this application.

I. Complete Application (see page two), Letter of Transmittal (see page three), and include all necessary attachments (see pages four and five for instructions). Application Packets that are incomplete will NOT be accepted for review.

- * For a **DRC Application** submit **10 (TEN) Copies** of your Application Packet*
- * For an **HALRB Application** submit **20 (TWENTY) Additional Copies** of your Application Packet*

A. Photos: Submit current color and/or black and white photographs of property and specific area(s) to be affected. Photos should accurately represent existing materials, colors, and textures. **All photos should be labeled and direction of view noted.**

B. Drawings of Site and/or Construction Plans: Submit drawing(s) of the area(s) to be affected. These may include elevations, wall sections, floor plans, and site plans (including plat) as indicated on the attached submission chart. Indicate scale on each drawing.

C. Material Samples: Include samples of all materials to be used, accurately showing color, textures, and scale. All samples should be identified by listing manufacturer’s catalog names and brand names.

D. Past Photos or Drawings: If available, please attach older photograph(s) or drawing(s) of the property.

II. Forward completed application to the Historic Preservation Program by the filing date noted below. Upon receipt of your application, you will be notified as to the date of your meeting with the Design Review Committee.

2014 CoA APPLICATION SCHEDULE

MEETING MONTHS	FILING DATE	DRC MEETING	HALRB HEARING
JANUARY 2014	12/24	1/8	1/22
FEBRUARY	1/22	2/5	2/19
MARCH	2/19	3/5	3/19
APRIL	3/19	4/2	4/16
MAY	4/23	5/7	5/21
JUNE	5/21	6/4	6/18
JULY	6/18	7/2	7/16
AUGUST	7/23	8/6	8/20
SEPTEMBER	8/20	9/3	9/17
OCTOBER	9/17	10/1	10/15
NOVEMBER	10/22	11/5	11/19
DECEMBER	11/19	12/3	12/17
JANUARY 2014	12/24	1/7	1/21

**ARLINGTON COUNTY, VIRGINIA
HISTORICAL AFFAIRS AND LANDMARK REVIEW BOARD
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

DATE _____

Z- _____ - _____ -HD _____ RPC# _____ (TO BE COMPLETED BY STAFF)

DESIGNATED PROPERTY:

Name of Historic District _____
Address of Building _____

OWNER:

Name _____
Address (if different) _____
Phone (Home) _____ (Work) _____
EMAIL: _____

PERSON FILING APPLICATION, IF OTHER THAN OWNER:

Name _____
Address _____
Phone (Home) _____ (Work) _____
Relationship to Applicant _____

PROJECT ARCHITECT/ENGINEERS/CONTRACTORS:

PURPOSE OF APPLICATION:

Repair (change of materials) Alteration Addition Fence
 Demolition New construction Relocation Outbuildings
 Tree Removal Grading Sign Other

Will an application related to this property go before any of the following? Board of Zoning Appeals
 Planning Commission County Board Other (please specify) _____

Does the proposed work require a building permit? YES NO

Is any demolition anticipated? YES NO If yes, please describe _____

OVERVIEW OF PROPOSED WORK (ATTACH ADDITIONAL SHEETS IF NECESSARY):

Description: _____

LETTER OF TRANSMITTAL

**Historical Affairs & Landmark Review Board
c/o Historic Preservation Program
2100 Clarendon Boulevard, Suite 700
Arlington, VA 22201**

Dear Review Board Members:

Enclosed is an application for a Certificate of Appropriateness and the following attachments:

Drawing(s) -- Indicate scale on each drawing.

Site Plan / Plat	_____
Elevation	_____
Floor Plan	_____ _____
Section	_____
Detail	_____

Photograph(s) – Please indicate number of photographs.

Color	_____	Black/White	_____
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Material Samples/Manufacturer’s Catalog Cuts – Please describe all material exhibits.

YOUR SIGNATURE BELOW CONFIRMS YOUR CONSENT TO THE FOLLOWING:

- 1. I understand that these materials will be placed in the Historic Preservation Program’s building file for information about my property following the public hearing.**
- 2. I understand it is my responsibility to inform my adjacent neighbors of my building and construction plans for this project.**
- 3. I hereby grant permission to the County’s Historic Preservation Code Inspector to enter my property during the application and construction phases of my project.**
- 4. I hereby grant permission to the County’s Historic Preservation Code Inspector to take photographs of my property, including the existing conditions, during the construction phase, and after the project is completed.**

(Signed)

Date _____

SUBMISSION REQUIREMENTS * = REQUIRED 0= MAY BE REQUIRED, CHECK WITH STAFF PROJECT	APPLICATION	PHOTOGRAPHS	SITE PLAN	VICINITY PLAN	ELEVATIONS	DETAIL DRAWINGS	FLOOR PLANS	SAMPLE/SPECS	LANDSCAPEPLAN/ ARBORIST REPORT	3-D VIEWS	MODEL
NEW CONSTRUCTION	*	*	*	*	*	*	*	*	*	0	0
ADDITIONS	*	*	*	*	*	*	*	*	*	0	0
PARTIAL/TOTAL DEMOLITION	*	*	*	*	*	0	*	*	*		
DECKS/PORCHES	*	*	*	*	*	0	0	*	0		0
FENCES/WALLS	*	*	*	0	*	0		*	0		
DRIVES/WALKS	*	*	*	0				*	0		
ALTERATIONS	*	*	*	0	*	*	0	*	0		0
SIGNAGE	*	*	0		*	*		*			0
MAJOR LANDSCAPING/REGRAIDING	*	*	*	*	0				*		0
TREE REMOVAL	*	*	*	0					*		

Application Checklist

In order to facilitate the review by the DRC and the HALRB, use the Application Checklist provided below, and please check all that apply.

<p>General</p> <p><input type="checkbox"/> Application Form (see Appendix D)</p> <p><input type="checkbox"/> Vicinity / Plat Plan</p> <p><input type="checkbox"/> Existing Condition Photographs</p> <p>Site Plan</p> <p><input type="checkbox"/> Outline of adjacent buildings</p> <p><input type="checkbox"/> North Arrow / Names of adjacent streets</p> <p><input type="checkbox"/> Required zoning setbacks</p> <p><input type="checkbox"/> Location / type of existing trees of 15" caliper or greater</p> <p><input type="checkbox"/> Location / type of new / replacement trees</p> <p>Elevations</p> <p><input type="checkbox"/> Elevations Scale (1/8" = 1' min)</p> <p><input type="checkbox"/> Existing versus new construction</p> <p><input type="checkbox"/> Dimensions of new work</p> <p><input type="checkbox"/> Height of floors and roof ridge</p> <p>Windows</p> <p><input type="checkbox"/> Type (e.g., double hung)</p> <p><input type="checkbox"/> Size (e.g., 30" wide x 42" high)</p> <p><input type="checkbox"/> Style (e.g., 6 over 1)</p> <p>Exterior Cladding</p> <p><input type="checkbox"/> Type (e.g., wood lap siding)</p> <p><input type="checkbox"/> Size (e.g., 6" weather)</p> <p><input type="checkbox"/> Trim Dimensions</p>	<p>Miscellaneous</p> <p><input type="checkbox"/> Historical Photos / Drawings</p> <p><input type="checkbox"/> County Arborist Report</p> <p><input type="checkbox"/> Perspective Drawings / Renderings</p> <p><input type="checkbox"/> Model</p> <p>Floor Plans</p> <p><input type="checkbox"/> Floor Plan Scale (1/8" = 1' min)</p> <p><input type="checkbox"/> North Arrow</p> <p><input type="checkbox"/> Existing versus new construction</p> <p><input type="checkbox"/> Dimensions of new and existing work</p> <p><input type="checkbox"/> Area of existing new work</p> <p><input type="checkbox"/> Section(s)</p> <p>Drawing Details</p> <p><input type="checkbox"/> Porch rail details (refer to standard)</p> <p><input type="checkbox"/> Wall Section Detail</p> <p><input type="checkbox"/> Eave Detail</p> <p><input type="checkbox"/> Other</p> <p>Catalog Information (Samples and Specifications)</p> <p><input type="checkbox"/> Doors and Windows</p> <p><input type="checkbox"/> Cladding / Siding Materials</p> <p><input type="checkbox"/> Roofing Materials</p> <p><input type="checkbox"/> Other</p>
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