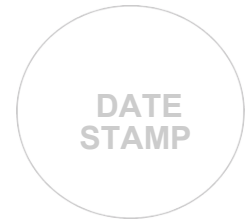




The Town of Leesburg
 Department of Community Development
 25 West Market Street
 Leesburg, Virginia • 20176
 703-771-2765
 www.leesburgva.gov/preservation



CERTIFICATE OF APPROPRIATENESS – Administrative Review

For staff use only

TLHP _____

- H-1 Overlay H-2 Overlay
 Gateway District Forwarded to BAR on (date): _____

PROJECT ADDRESS _____ PIN# (parcel identification no.) _____

APPLICANT NAME _____ BUSINESS/ORGANIZATION _____

(Applicant name is the PERSON to whom written communication should be addressed, NOT the name of a business or organization)

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

Please review Article 7 of the Leesburg Zoning Ordinance for a complete list of actions authorized for administrative review by the Preservation Planner. The most commonly requested actions are listed here for easy reference:

- | | |
|---|---|
| <input type="checkbox"/> Fence | <input type="checkbox"/> Demolition of non-contributing accessory structure |
| <input type="checkbox"/> Paint Color Change | <input type="checkbox"/> HVAC/mechanical equipment & Screening |
| <input type="checkbox"/> Lighting | <input type="checkbox"/> In kind replacement of: |
| <input type="checkbox"/> Driveway or Walkway | <input type="checkbox"/> Siding |
| <input type="checkbox"/> In-ground pool (rear yard only) | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Low wall (24" or lower) | <input type="checkbox"/> Trim |
| <input type="checkbox"/> Pergola or similar garden structure | <input type="checkbox"/> Gutters |
| <input type="checkbox"/> Bollards or traffic control devices | <input type="checkbox"/> Porch floor |
| <input type="checkbox"/> Exterior door (non-contributing only) | <input type="checkbox"/> Other replacement: _____ |
| <input type="checkbox"/> Accessory structure (under 100 sq.ft.) | <input type="checkbox"/> Other improvement permitted by Ordinance but not |
| <input type="checkbox"/> Storm windows/doors/shutters | otherwise listed here: _____ |

Please attach a brief description of the project and other items as required from the checklist on page 2 of this application form. Incomplete applications will not be accepted.

Before submitting, please acknowledge and initial the following:

_____ The information in this application is accurate to the best of my knowledge. I understand that administrative approval is only allowable as authorized in the Zoning Ordinance and that all projects granted administrative approval must be consistent with the Design Guidelines for the district in which my project is located. If the Preservation Planner does not find the application administratively approvable, the item will be forwarded to the next available BAR meeting (for which the required public hearing notifications can be met) or I may withdraw my application.

_____ I have read this completed application, understand its intent, and freely consent to its filing. Furthermore, I grant permission to the Department of Community Development and other authorized government agents to enter the property and make such investigations related to this application as they deem necessary.

_____ I understand that administrative applications are typically processed within 7 business days of receipt by the Preservation Planner but that extenuating circumstances may arise which may result in reasonable delays. To facilitate the expeditious review of my application, I agree to communicate in a timely manner with Town of Leesburg staff.

_____ I hereby certify that (circle one):

1. I am the owner of the property involved **or**
2. I have attached **written permission** from the owner authorizing and agreeing to this application (application will NOT be accepted without property owner signature or permission)

Applicant's Signature _____ Date _____

CERTIFICATE OF APPROPRIATENESS (COA) Application Checklist

Refer to the [Old & Historic District Guidelines](#) or [Gateway District Design Guidelines](#) for additional information.

Please mark the checklist below, there is a 3-day acceptance period upon receipt of application & materials as required.

REQUIRED FOR ALL APPLICATIONS (UNLESS OTHERWISE NOTED BY STAFF)

- Drawings, elevations or graphics which clearly show the proposed project in its final design.
- Photographs documenting existing conditions and any deteriorated conditions.
- Copy of legal plat depicting the location of the proposed improvement (not needed for paint projects).
- Statement of Justification explaining the project and how it addresses the Guidelines for the District where it is located.
- List of proposed materials **with all specifications** and manufacturer cutsheets including illustrations, colors, etc.
- Material samples – all composite materials require a **physical** sample in addition to cutsheets. Not needed for cement fiber siding or wood construction materials. Contact the Preservation Planner if you are unsure of which samples are needed for your project.
- Property owner permission (if submitted by someone other than owner of record).
- Approval of proposal from Home Owners Association or Virginia Department of Historic Resources (if applicable).
- Electronic copy of all the above (except physical materials samples).

IN ADDITION TO THE ABOVE, PROJECTS INVOLVING FENCES ALSO REQUIRE:

- Fence design including material and height of fence (including posts & caps)
- Location of fence and gates drawn on plat
- Color/stain selection

Please Note: Fence rails must be installed facing the interior of your property. Finished side faces out.

IN ADDITION TO THE ABOVE, COLOR CHANGE REQUESTS ALSO REQUIRE:

- Photographs of the building with new color areas identified.
- Actual paint chip samples identifying the colors requested (not needed for true white or black)

IN ADDITION TO THE ABOVE, REQUESTS FOR STORM WINDOWS/DOORS/SHUTTERS ALSO REQUIRE:

Please note: Interior storm windows are preferred and do not require Certificate of Appropriateness review.

- Photo of all existing window/door locations where product is to be installed.
- Product cut-sheet for proposed exterior storm windows, doors, or shutters including all exterior hardware.
- Cross-section drawing showing typical storm window/door installation.

In ADDITION TO THE ABOVE, REQUESTS FOR HVAC, VENTS, MECHANICAL EQUIPMENT, ETC ALSO REQUIRE:

- Property plat or survey with proposed equipment location shown.
- Product cut-sheet for proposed equipment with appearance and dimensions.
- Method of screening for equipment identified (such as wood fencing, boxed lattice, etc.)

IN ADDITION TO THE ABOVE, REQUESTS FOR POOLS ALSO REQUIRE:

- Property plat or survey with proposed pool shown and any setbacks from adjacent property lines.
- Proposed pool deck material (tile, concrete, paver, etc) with material cutsheets
- Location of any pool equipment and screening proposed
- Confirm: the pool is inground and within the rear yard. Pools outside of the rear yard must be reviewed by the BAR.

IN ADDITION TO THE ABOVE, REQUESTS FOR ACCESSORY STRUCTURES ALSO REQUIRE:

- Confirm: less than 100 square feet and 15' in height (to peak of roof), only one such structure on property
- Material information for all elements of the structure must be provided on a materials list.
- FOR NON-CONTRIBUTING DEMOLITION REQUESTS:** documentation of the structure including size, approximate age, location, and photographs documenting the condition. Note that the Ordinance authorizes demolition of non-contributing *accessory* structures only through the administrative process. All others require BAR review.

Completed applications can be submitted electronically as a “project” via eTRAKiT:

<https://lee.csqrcloud.com/community-ettrakit/>. For more information visit our website:

www.leesburgva.gov/preservation