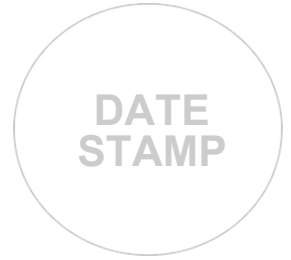




The Town of Leesburg
 Department of Community Development
 25 West Market Street
 Leesburg, Virginia • 20176
 703-771-2765
 www.leesburgva.gov/preservation



CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

For BAR review of projects

For staff use only

H-1 Overlay Gateway District H-2 Overlay

TLHP _____

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 check all that apply:

- Alterations (including replacements in-kind, new site improvements) — \$25
- Addition to an existing structure — \$100 (primary) / \$25 (accessory)
- New construction of a structure — \$500 (primary) / \$50 (accessory)
- Demolition or relocation of an existing structure — \$50

Please see reverse side of this form for application checklist requirements.

Briefly describe the project overall in the space below with supplemental information required from the checklist as attachments:

Please acknowledge and initial the following:

_____ The information in this application is accurate to the best of my knowledge. I understand that changes to my application after submission may result in deferral of my item to a future meeting. I understand that after review by the BAR the Board may deny, approve, or conditionally approve that for which I am applying.

_____ 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 agree to communicate in a timely manner with Town of Leesburg staff. I understand that untimely communications or a failure to respond to questions (or provide additional information determined by staff to be necessary to the review of my application) may result in a deferral of my application.

_____ I understand that applications before the BAR are public proceedings and that proper notice, including a placard, will be required as identified in the Zoning Ordinance. I further understand that a \$10.00 fee will be assessed for the required placard.

_____ 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)

ALTERATIONS (INCLUDING SITE IMPROVEMENTS), ADDITIONS OR NEW CONSTRUCTION:

- Elevation drawings/graphics for proposed project drawn to scale with general dimensions and exterior materials identified. Proposed additions must be shown in context with the existing building. New buildings and additions must show all elevations with existing and proposed grade line, not a horizon line.
 - For additions/new construction: floor plan(s) and roof plan drawn to scale with general dimensions.
- Drawings and/or photographs documenting existing conditions and any deteriorated conditions.
- Copy of legal plat depicting the location of the proposed improvement, with required setbacks noted.
- Proposed site plan drawn to scale with general dimensions showing location and footprint of the proposed improvement(s).
- 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 product cutsheets including illustrations, profiles, and colors.
- 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.
- Proposed color scheme with actual color samples from paint manufacturer.
- Perspective renderings and/or rendered elevations are *encouraged* for larger scale projects.
- 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 of the above (except physical materials samples).

IN ADDITION TO THE ABOVE, PROJECTS INVOLVING WINDOW REPLACEMENT OR INSTALLATION ALSO REQUIRES:

- A condition assessment **of each window** proposed for replacement with photos of deteriorated conditions.
- Dimension of the existing window opening(s) and size of the proposed replacement window(s).
- Type (e.g. double-hung sash; casement) and pane configuration (e.g. 2/2, 6/6) for existing and proposed windows.
- Measurement of the rails, stiles, jambs, sills, and exterior depth of reveal for existing and proposed windows.
- Muntin width and profile for existing and proposed windows.
- Muntin configuration including external grill and spacer bar for simulated divided light (SDL) replacement windows.
- Color and material of proposed windows.
- Characteristics of window glass (tinting, reflective film, etc.) if any.

IN ADDITION TO THE ABOVE, DEMOLITION/RELOCATION OF AN EXISTING STRUCTURE ALSO REQUIRES:

- Structural report documenting existing building's physical condition prepared by a state-certified architectural or engineering professional.
- Photographs of the building proposed for demolition showing all elevations and any deteriorated conditions.
- A narrative statement of justification for the demolition
- Post-demolition plans (site plan and elevation drawings) or landscape plan for cleared site (general and non-binding).
- Note:** an architectural survey or a Phase 1 archeology study *may* be required by the BAR as part of the demolition review process. If one has already been completed, please provide it at the time of application.

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

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

www.leesburgva.gov/preservation