



## CERTIFICATE OF APPROPRIATENESS (COA) Application Checklist

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.



## **CERTIFICATE OF APPROPRIATENESS (COA) SIGN APPLICATION INFORMATION**

Refer to the H-1, Old & Historic District Sign Guidelines, Gateway Design Guidelines or H-2 Corridor 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 Submission Materials for ALL Sign Requests:

- Sign artwork with colors, materials, and dimensions shown.
- Identification of sign materials to be used (a sample may be requested by the Preservation Planner).
- Photo or drawing to indicate placement of sign on building or site.
- Indication of sign clearance above sidewalk or public right-of-way (projecting sign only).
- Means of and material for structural support (projecting sign or freestanding sign only).
- Method of illumination and manufacturer's cutsheet of proposed fixtures, if applicable.

Please Note: For Old & Historic District (H-1) Applicants, a public hearing with the Board of Architectural Review **will be required** for a sign application if any of the following circumstances are applicable. Please select any that apply:

- The proposed sign exceeds 6 square feet in size;
- The proposed placement of the sign is inconsistent with the locational recommendations contained in the Old & Historic District Sign Guidelines;
- The proposed sign will obscure an architectural feature; or
- More than two signs are requested.

In any district, the Preservation Planner may determine that a particular application does not fully meet the criteria for administrative approval as outlined in the applicable design guidelines and may refer the application to the next available Board of Architectural Review meeting (for which public hearing requirements can be met) or the application may be withdrawn.

**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](http://www.leesburgva.gov/preservation)