

## 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 2012 CoA Application Schedule below for important dates. Please call the Historic Preservation staff at (703) 228-3812 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.**

### 2012 CoA APPLICATION SCHEDULE

| MEETING MONTHS | FILING DATE | DRC MEETING  | HALRB HEARING |
|----------------|-------------|--|---------------|
| JANUARY 2012   | 12/21       | 1/4  | 1/18          |
| FEBRUARY       | 1/18        | 2/1  | 2/15          |
| MARCH          | 2/22        | 3/7  | 3/21          |
| APRIL          | 3/21        | 4/4  | 4/18          |
| MAY            | 4/18        | 5/2  | 5/16          |
| JUNE           | 5/23        | 6/6  | 6/20          |
| JULY           | 6/20        | 7/3* Meeting Tuesday due to July 4 <sup>th</sup> Holiday | 7/18          |
| AUGUST         | 7/17        | 8/1  | 8/15          |
| SEPTEMBER      | 8/22        | 9/5  | 9/19          |
| OCTOBER        | 9/19        | 10/3   | 10/17         |
| NOVEMBER       | 10/24       | 11/7   | 11/21         |
| DECEMBER       | 11/21       | 12/5   | 12/19         |
| JANUARY 2013   | 12/19       | 1/2  | 1/16          |

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

DATE \_\_\_\_\_ 

|   |
|---|
| Z- _____ - _____ -HD _____ RPC# _____<br>(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** \_\_\_\_\_

**Material Samples/Manufacturer’s Catalog Cuts – Please describe all material exhibits.**

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**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** \_\_\_\_\_

| <b>SUBMISSION REQUIREMENTS</b>                       |                    |                    |                  |                      |                   |                        |                    |                     |   |                  |              |
|--|--------------------|--------------------|------------------|----------------------|-------------------|------------------------|--------------------|---------------------|---|------------------|--------------|
| * = REQUIRED<br>0= MAY BE REQUIRED, CHECK WITH STAFF |                    |                    |                  |                      |                   |                        |                    |                     |   |                  |              |
| <b>PROJECT</b>                                       | <b>APPLICATION</b> | <b>PHOTOGRAPHS</b> | <b>SITE PLAN</b> | <b>VICINITY PLAN</b> | <b>ELEVATIONS</b> | <b>DETAIL DRAWINGS</b> | <b>FLOOR PLANS</b> | <b>SAMPLE/SPECS</b> | <b>LANDSCAPEPLAN/<br/>ARBORIST REPORT</b> | <b>3-D VIEWS</b> | <b>MODEL</b> |
| NEW CONSTRUCTION                                     | *                  | *                  | *                | *                    | *                 | *                      | *                  | *                   | *   | 0                | 0            |
| ADDITIONS  | *                  | *                  | *                | *                    | *                 | *                      | *                  | *                   | *   | 0                | 0            |
| PARTIAL/TOTAL DEMOLITION                             | *                  | *                  | *                | *                    | *                 | 0                      | *                  | *                   | *   |                  |              |
| DECKS/PORCHES  | *                  | *                  | *                | *                    | *                 | *                      | 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><b>General</b></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><b>Site Plan</b></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><b>Elevations</b></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><b>Windows</b></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><b>Exterior Cladding</b></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><b>Miscellaneous</b></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><b>Floor Plans</b></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><b>Drawing Details</b></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><b>Catalog Information (Samples and Specifications)</b></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> |
|---|--|