

CERTIFICATE OF APPROPRIATENESS (COA) STEP-BY-STEP GUIDE

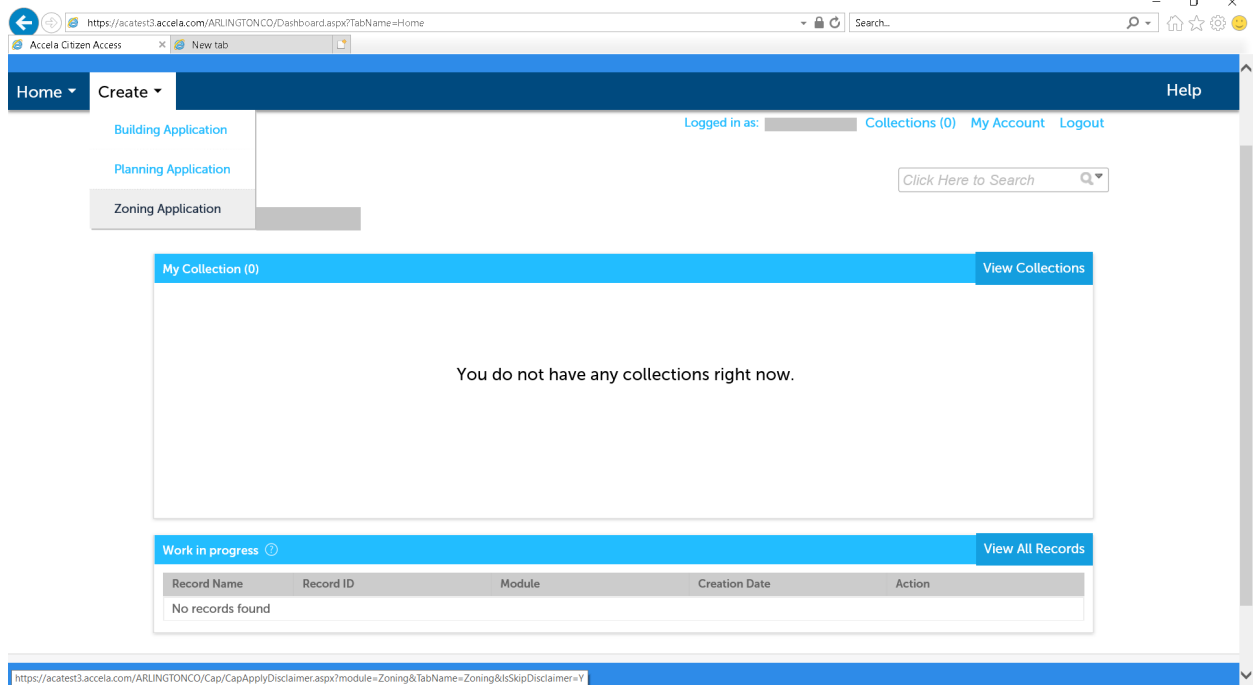
Getting Started:

You may access the Permit Arlington Customer Portal at this address:

<https://aca3.accela.com/ARLINGTONCO/Default.aspx>

Permit Arlington maintains a helpful website (<https://building.arlingtonva.us/permit-arlington-help/>) which may be able to answer any additional questions you have. If you need help using the online Permit Arlington system, please contact technical support listed at the bottom of this website.

1. If you do not have an account, select “Register for an Account” in the top right of your screen.
2. To create a new application from your dashboard, mouse over the ‘Create’ dropdown menu and select ‘Zoning Application.’



3. Select ‘Certificate of Appropriateness’ and select ‘Continue Application.’

Step 1: Project Information > Project Location

1. Enter your street number and street name and hit ‘Search.’ If you live in multi-family housing, an additional pop-up box will ask you to select your unit.
2. Information should auto-populate, then scroll down and select ‘Continue Application.’

Step 1: Project Information > Project Details

1. There are two 2 types of CoAs (for Local Historic Districts):
 - **Certificate of Appropriateness or CoA:** Required for most projects whose districts either do not have design guidelines or whose design guidelines do not call out this type of project as being eligible for staff review.
 - **Administrative Certificate of Appropriateness or ACoA:** For districts where the design guidelines indicate that this type of project could be approved by staff.
 - Customers have the option to select 'Don't know/Not sure.'
2. Fill out the fields pertaining to details of your project.
3. Select the name of the local historic district for which you are applying. If you do not know, you have the option to select 'Other' and we will identify the historic district based on the address.
4. Provide a detailed narrative description of your proposed work, making sure to include every component for complex projects. Be sure to note the location on the building or property where the proposed work will take place. *This step is very important to ensure that your application is processed in the correct category (CoA versus ACoA).*
5. Select whether you are the property owner or if you are submitting on behalf of the property owner.
6. Select as many project types as applicable.
7. Select 'Continue Application.'

Project types

Check All That Apply. For more information on purposes, please visit: [Plans & Projects](#)

Demolition of Dwelling or Outbuilding:	<input type="checkbox"/>
New Dwelling:	<input type="checkbox"/>
Exterior Renovation/Addition:	<input type="checkbox"/>
New outbuilding:	<input type="checkbox"/>
Roofs:	<input type="checkbox"/>
New deck/porch:	<input type="checkbox"/>
New fence/retaining wall:	<input checked="" type="checkbox"/>
Driveways, Parking:	<input type="checkbox"/>
Pads, or Walkways:	<input type="checkbox"/>
Site improvements:	<input type="checkbox"/>
Tree removal:	<input type="checkbox"/>
Condenser unit, heat pump, generator:	<input type="checkbox"/>
Solar panels:	<input type="checkbox"/>
ADA Improvements:	<input type="checkbox"/>
Window replacements (Garden Apartments only):	<input type="checkbox"/>
Signage:	<input type="checkbox"/>
Other:	<input type="checkbox"/>

Save and resume later

Continue Application »

Step 2: People > Property Owner

1. Select 'Select from Account' and select property owner.
2. Fill in any information that does not auto-populate, including current email address of owner. If you are an agent filing an application on behalf of the property owner, there is a step at the end of the application where you will add yourself as the Delegate.
3. Once your contact(s) has been updated successfully, select 'Continue Application.'

Contact Information ×

*First: Middle: *Last:

Name of Business:

*Address Line 1:

*City: *State: *Zip:

E-mail:

*Primary Phone: Secondary Phone:

Step 3: Review

1. Review and confirm that all the information you entered is correct.
2. Review the agreement at the bottom of the page. *Please note that you are agreeing to have the Historic Preservation Inspector visit your property to monitor the progress of your work.*
3. Check the box stating that you agree to the terms of the agreement, then select 'Continue Application.'

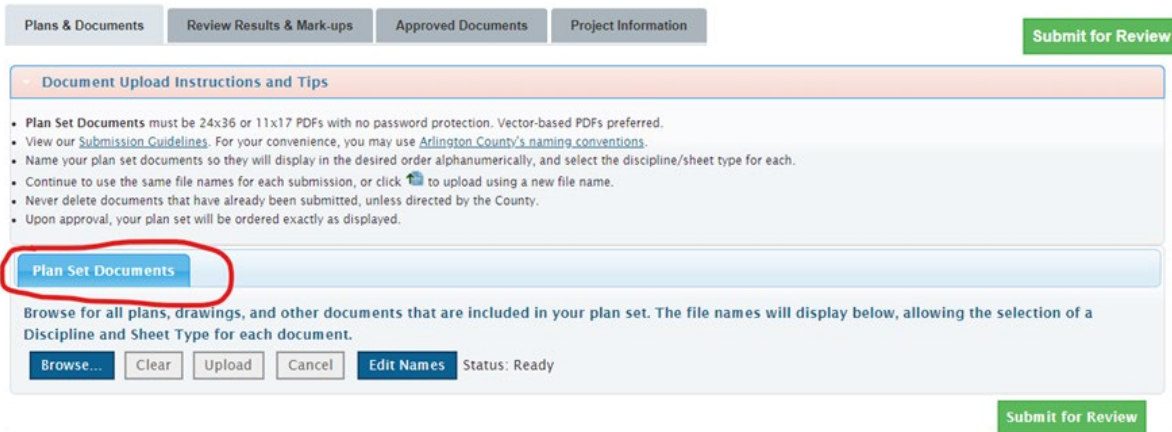
Step 4: Record Submittal

Next you will see that your 'application has been successfully created.' However, **it has not yet been submitted. You must attach all required documentation before submitting.**

The list of required documents per project type can be found here:

<https://arlingtonva.s3.amazonaws.com/wp-content/uploads/sites/38/2019/08/Certificate-of-Appropriateness-Submission-Requirements-July-2019.pdf>

All your documentation must be uploaded under the “Plan Set Documents” tab. You can find information on naming conventions for “Plans and Drawings” submission requirements here: <https://building.arlingtonva.us/permits/apply-online/guidelines/>



Plans & Documents | Review Results & Mark-ups | Approved Documents | Project Information | **Submit for Review**

Document Upload Instructions and Tips

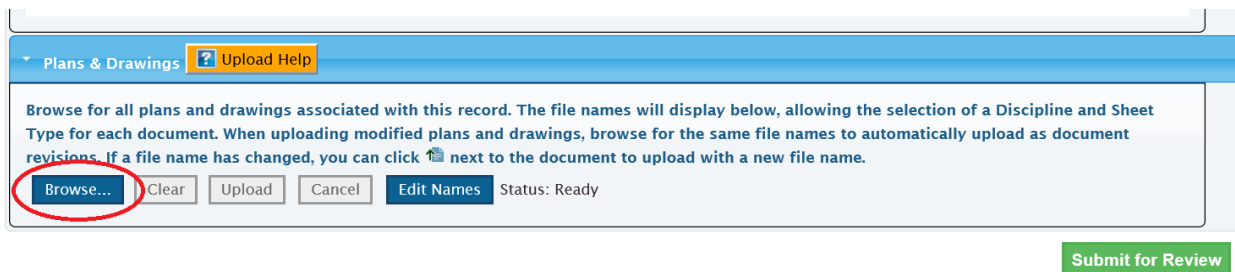
- Plan Set Documents must be 24x36 or 11x17 PDFs with no password protection. Vector-based PDFs preferred.
- View our [Submission Guidelines](#). For your convenience, you may use [Arlington County's naming conventions](#).
- Name your plan set documents so they will display in the desired order alphanumerically, and select the discipline/sheet type for each.
- Continue to use the same file names for each submission, or click to upload using a new file name.
- Never delete documents that have already been submitted, unless directed by the County.
- Upon approval, your plan set will be ordered exactly as displayed.

Plan Set Documents

Browse for all plans, drawings, and other documents that are included in your plan set. The file names will display below, allowing the selection of a Discipline and Sheet Type for each document.

Browse... | Clear | Upload | Cancel | **Edit Names** | Status: Ready

Submit for Review



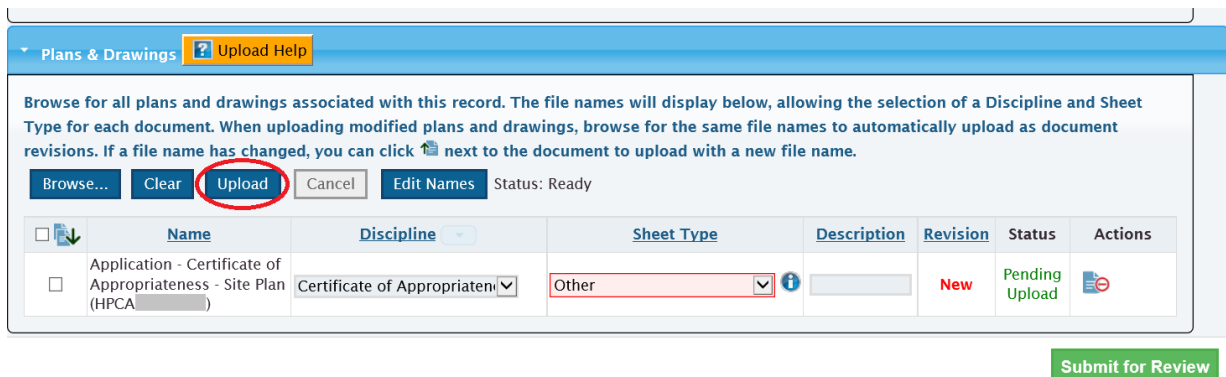
Plans & Drawings | Upload Help

Browse for all plans and drawings associated with this record. The file names will display below, allowing the selection of a Discipline and Sheet Type for each document. When uploading modified plans and drawings, browse for the same file names to automatically upload as document revisions. If a file name has changed, you can click next to the document to upload with a new file name.

Browse... | Clear | Upload | Cancel | **Edit Names** | Status: Ready

Submit for Review

1. Under “Plan Set Documents” select ‘Browse’ to search for the files you would like to upload to the application.
2. Select the ‘Sheet Type’ that best matches each document you are uploading. If you are unsure, select ‘Other.’
3. After you have attached all required documentation, you must select ‘Upload’ to save the documents to your application.



Plans & Drawings | Upload Help

Browse for all plans and drawings associated with this record. The file names will display below, allowing the selection of a Discipline and Sheet Type for each document. When uploading modified plans and drawings, browse for the same file names to automatically upload as document revisions. If a file name has changed, you can click next to the document to upload with a new file name.

Browse... | **Clear** | **Upload** | Cancel | **Edit Names** | Status: Ready

<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Status	Actions
<input type="checkbox"/>	Application - Certificate of Appropriateness - Site Plan (HPCA...)	Certificate of Appropriateness	Other		New	Pending Upload	

Submit for Review

4. Verify that all your documents have been successfully attached, then hit ‘Submit for Review.’

- Your 'Record Number' is how you will be able to search for your application moving forward.

[Click Here to Search](#)

Certificate of Appropriateness

1 Project Information 2 People 3 Review 4 Record Submittal

Step 4: Record Submittal

 Your application has been successfully submitted.

Thank you for using our online services.
 You will need this number to check the status of your application.
 You will be notified when your application has been approved or when additional information is needed.
 You may need to pay additional fees before your application will be approved.

Your Record Number is **HPCA**  

Project Information Documents, Plans & Drawings Comment Letters, Mark-ups, Review Status Approved Documents **Submit for Review**

Replying to EPR Results Letter Questions

The Comment Response Letter is required when staff returns the project for additional information. When you resubmit your documents you can use a Word document to provide information on how you addressed the comments that were listed in the review results letter.


Finding Your Record:

When you return to your dashboard, you may not automatically see an active record even though you have submitted an application.

- To find your active application, select 'My Records' under the 'Home' dropdown menu.


- Select the arrow next to 'Zoning' and select your application by record number.

Home ▾ Create ▾ Help

Dashboard Logged in as:  Collections (0) My Account Logout

My Records

My Account

Hello, 

My Collection (0) View Collections

You do not have any collections right now.

Work in progress ⓘ View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				



Adding a Delegate:

A Delegate is someone to whom you can assign access to your account with the permissions that you allow them to have. This could be an architect, contractor, sub-contractor, family member, or any person you would like to submit documentation and/or review your application on your behalf.

- If you would like to add a Delegate, go to 'My Account' under the 'Home' dropdown in the top left and scroll to the bottom of the page and select 'Add a Delegate.'
- Your delegate will be invited to accept your invitation.

Delegates [Add a Delegate](#)

People who can access my account

None

People whose account I can access

None
