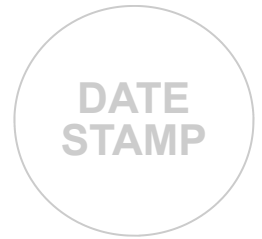




*The Town of Leesburg*  
 Department of Planning and Zoning  
 25 West Market Street  
 Leesburg, Virginia • 20176  
 703-771-2765 • fax 703-771-2724  
 www.leesburgva.gov



*the hometown of the 21st century*



## CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

For Board of Architectural Review and Administrative Approval of projects in the H-1 and H-2 Overlays pursuant to Code of Virginia §15.2-2306 and Leesburg Zoning Ordinance §7.5.5 and §7.6.4

revised Oct 2012

*For staff use only*

- H-1 or H-2 Overlay       BAR approved  
 Not an Overlay District       Admin. Approved by \_\_\_\_\_

**TLHP** \_\_\_\_\_

Fee \$ \_\_\_\_\_ Receipt No. \_\_\_\_\_ Issued by \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_

*(the PERSON to whom written communication should be addressed; NOT the name of a business or organization)*

BUSINESS/ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ ( cell / home / work ) eMAIL \_\_\_\_\_  
circle one

As the above-named applicant, I do hereby make an application for a Certificate of Appropriateness as required by the Leesburg Zoning Ordinance for the **property located at** \_\_\_\_\_, MCPI/PIN (parcel identification no.) \_\_\_\_\_ to permit the following, *checking all that apply*:

Application Fee *(Highest fee will apply if more than one fee applies):*

- Alterations to an existing (primary / accessory) structure — **\$25**
- Addition to an existing (primary / accessory) structure — **\$100 / \$25**
- New construction of a (primary / accessory) structure — **\$500 / \$50**
- Demolition or relocation of an existing (primary / accessory) structure — **\$50**
- Installation of a sign — **\$10** *(sign permit fees are additional-see zoning dept.)*
- Comprehensive Sign Plan — **\$25** *(sign permit fees are additional-see zoning dept.)*
- Other (fencing, paving, color, etc.) \_\_\_\_\_

*Please mark accompanying checklist with relevant and required items, noting there is a 3-day acceptance period upon receipt of application and materials.*

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

Please check one of the following:

- Written permission from the owner of the property is attached hereto (application WILL NOT be accepted without documentation of property owner approval); or**
- I hereby certify that I am the owner of the property involved.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



# CERTIFICATE OF APPROPRIATENESS (COA) Application Checklist

Refer to the applicable Guidelines for more information: Zoning Code for Signs, [H-1 OH&D Design](#), [H-1 OH&D Sign](#) or [H-2 Design & Sign](#). The BAR or the Preservation Planner may ask for additional information

- If the materials exactly match the existing, provide color photos otherwise provide material samples

## AMENDMENTS TO A PREVIOUSLY APPROVED COA APPLICATION

Please contact the Preservation Planner at 703-771-2773 to find out what documentation and other materials should be submitted for any project involving amendments to a previously approved COA application.

## ALTERATIONS, ADDITIONS TO AN EXISTING PRIMARY/ACCESSORY STRUCTURE OR NEW CONSTRUCTION OF A PRIMARY/ACCESSORY STRUCTURE: REQUIRED FOR ALL APPLICATIONS **10 copies required**

- Product illustrations with dimensions and materials of any windows or doors that will be installed
- Elevations drawn to scale with dimensions and materials (additions: must be in context with existing buildings, New construction: and 4 elevations minimum). New construction must show actual grade line, not horizon line.
- Photographs (full page renderings for new construction) showing all elevations of the building -printed on 8.5" x 11" paper, no more than two (2) images per page
- Site plan drawn to scale with dimensions with location and footprint of the proposed addition, existing building and/or new construction (not required for alterations only with no change in footprint).
- Floor and roof plans drawn to scale with dimensions, when the application involves a primary structure. (unless alterations only which do not apply to the roof). Building heights from 8 points on the ground (4 corners, midpoints).

Only 1 copy required:

- An 8.5" x 14" copy of the legal plat depicting the location of the addition, with the setbacks noted.
- Color samples for paint or any pre-finished materials such as cement fiberboard and any other material samples that may be necessary (including porch flooring, railings, columns, etc.).
- Material sample for the foundation, walls, and roof.
- Perspective rendering and/or rendered elevations **are encouraged but not required unless specified.**

## DEMOLITION/RELOCATION OF AN EXISTING PRIMARY/ACCESSORY STRUCTURE **10 copies required**

- Photographs of the building proposed for demolition showing all elevations of the building -printed on 8.5" x 11" paper, no more than two (2) images per page
- Narrative statement of justification for the demolition.
  - If the property will not be developed following demolition: an explanation and any supplemental documentation on the post-demolition plans for the site, including a grading plan and documentation of finished landscaping.
  - If the property will be developed following demolition, please refer to the required submission materials for NEW CONSTRUCTION projects for information on what to submit.

## INSTALLATION OF NEW OR REPLACEMENT OF EXISTING SIGNS **10 copies required**

- Scale color drawing that includes the method of support, sign dimensions, and design. The sign design must show the text style and size, logo, ornamentation, and border. Illustration showing the method and details of illumination, if applicable
- An 8.5" x 14" copy of the legal plat depicting the location of the sign on the property if it is a freestanding sign
- Scale drawing of the method of mounting for all signs that will be attached to buildings.
- \* 1 sample of Color chips to indicate the sign color scheme, if photocopies are submitted they will be used as samples unless Pantone or other color naming is specified and any other material samples, if applicable

## COMPREHENSIVE SIGN PLANS **10 copies required**

- Illustration(s) depicting the design of each type of sign: letter size, style, color, any logos and illumination indicated
- Illustration(s) depicting the location of each sign type on the multi-tenant building(s).
- A narrative statement of the project: how many of each sign type may be installed on each building, the extent to which the design of each sign will be consistent or will vary, and any other pertinent information, such as whether or not certain tenants will have presence on a monument sign, or whether the size of the each sign depends on the square footage of the leasable space.
- \*1 sample of Color chips to indicate the sign plan color scheme and material samples, if applicable.

## PAINT COLORS, FENCING, AND OTHER SITE IMPROVEMENTS **1 copy required**

- Drawings –showing design, material, and placement of residential light fixture (building-mounted or freestanding) and/or design (including width and height), and material of fence, driveway paving, walkway or patio
- Site/Plot Plan – showing driveway, patio, fence and walkway location relative to property boundary and residence. (Site plans must indicate legal property boundaries.)
- Material samples and illustrations, color samples and photographs of existing conditions as applicable.
- An 8.5" x 14" copy of the legal plat depicting the location of the site improvements, if applicable.