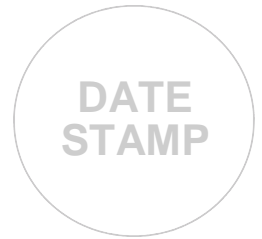




*The Town of Leesburg*  
 Department of Planning and Zoning  
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**CERTIFICATE OF APPROPRIATENESS APPLICATION FORM**  
 For BAR review of projects in the H-1 and H-2 Overlays

**For staff use only**

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

- H-1 Overlay District       BAR approved \_\_\_\_\_  
 Gateway District       Pre-application meeting \_\_\_\_\_

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

PROJECT ADDRESS \_\_\_\_\_

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 \_\_\_\_\_ EMAIL \_\_\_\_\_

PIN# (parcel identification no.) \_\_\_\_\_

Please check all that apply:

- Alterations to an existing structure — **\$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 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 Old & Historic 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.

### **ALTERATIONS, ADDITIONS OR NEW CONSTRUCTION OF A PRIMARY/ACCESSORY STRUCTURE: REQUIRED FOR ALL APPLICATIONS (1 hard copy and 1 digital copy of all materials)**

- Existing condition drawings.
- Elevations of new construction drawn to scale with dimensions and materials identified. Additions must be in context with existing buildings. New construction must show all 4 elevations and actual grade line, not horizon line.
- Floor and roof plans drawn to scale with dimensions.
- Copy of legal plat depicting the location of the proposed improvement, with setbacks noted.
- A site plan drawn to scale with dimensions with location and footprint of the proposed improvement with existing building if any.
- Photographs of the affected building elevations and any deteriorated conditions.
- Complete materials list with product specifications.
- Product cut-sheets with illustrations, dimensions, and materials.
- Samples of any alternative synthetic material proposed for use.
- Proposed color scheme (color chips from paint manufacturer).
- Perspective rendering and/or rendered elevations ***are encouraged but not required unless specified.***

### **PROJECTS INVOLVING WINDOW REPLACEMENT OR INSTALLATION**

- A condition assessment of each window proposed for replacement.
- Dimension of the window opening and size of the proposed replacement window.
- Depth of reveal of the existing and for the proposed window.
- Proportions of the window frame and sash.
- Configuration of window panes.
- Muntin profiles (for simulated divided light windows, indicate spacer provided between panes of glass).
- Material of proposed windows.
- Paint color
- Characteristics of the glass (tinting, reflective film, etc.)

### **DEMOLITION/RELOCATION OF AN EXISTING PRIMARY/ACCESSORY STRUCTURE: DEFINED AS REMOVAL OF 40% OR MORE OF THE EXTERIOR WALL AND ROOF SURFACE**

- Photographs of the building proposed for demolition showing all elevations of the building.
- For contributing resources, a narrative statement of justification for the demolition must be provided.
- Structural engineering report documenting building's physical condition, signed by a state certified professional.
- Post-demolition plans (provide from list above) or landscape plan for cleared site.
- Phase 1 archeology study