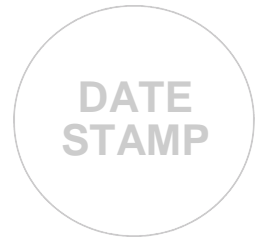




The Town of Leesburg
 Department of Planning and Zoning
 25 West Market Street
 Leesburg, Virginia • 20176
 703-771-2765 • fax 703-771-2724
 www.leesburgva.gov/BAR



the hometown of the 21st century



CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

Projects for Administrative Review (no fee)

For staff use only

TLHP _____

H-1 Overlay Forwarded to BAR on (date): _____

Gateway District Administratively approved (date): _____

PROJECT ADDRESS _____

APPLICANT NAME _____

(Applicant name is the PERSON to whom communication should be addressed, NOT the name of a business or organization)

BUSINESS/ORGANIZATION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

PIN# (parcel identification no.) _____

Project Type (please check all that apply):

- Fence
- Paint Color Change
- Light Fixture/Lamp Post
- Driveway/Residential Walkway
- Roof Material (like-kind replacement only)
- Bollards/Other Traffic Control Structure
- Storm Windows/Storm Doors
- Shutters (new or replacement)
- HVAC Unit, Vents, or Other Utility Related Improvement
- Gutters & Downspouts (non-contributing resource only)
- Exterior Door (non-contributing resource only)

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) Administrative Application Checklist

Refer to the H-1, 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.

Fence

- Property plat or survey with proposed fence, gate, and onsite easement locations shown.
- Product cut-sheet or description of proposed style and fence material, including post caps.
- Calculation of total linear feet of fence to be installed.
- Fence heights, including posts.
- Photos of existing fence to be modified or replaced.
- Fence paint or stain color, if applicable.

Please Note: Fence rails are to be installed facing towards the interior of the property.

Paint Color

- Color samples (provide actual paint chip, not a photocopy)
- Identify exterior features to be painted by color (for complex projects, an elevation photo or drawing may be required).

Light Fixture/Lamp Post

- Product cut-sheet for proposed light fixture, with materials and dimensions (panels are to be glass not plastic).
- Photo or drawing to show fixture placement on structure or site.

Driveway/Residential Walkway

- Property plat or survey with existing and proposed driveway/walkway location shown with dimensions.
- Description of material (if paver is used, provide cut-sheet or sample).

Please Note: Driveways or parking spaces to be installed in front of a building requires BAR review and approval.

Roof Material (like-kind replacement only)

- Product cut-sheet for proposed roof replacement material with color and dimensions.
- Description of deteriorated conditions and structural repairs, if required.

Please Note: Change in roof material requires BAR approval.

Bollards/Other Traffic Control Structure

- Property plat or survey with bollard or other traffic control structure shown.
- Product cut-sheet for proposed structure, with materials and dimensions.
- Demonstration of need for such structure.

Storm Windows/Doors/Shutters

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.

HVAC Unit, Vents or Other Utility Related Improvement

- 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 landscaping, wood fencing, wood latticework, etc.)

Gutters & Downspouts (non-contributing resource only)

- Building elevation photo or drawing showing location of proposed installation.
- Product cut-sheet showing profile, color, and material.

Exterior Door (non-contributing resource only)

- Photos of existing door, including any deterioration.
- Product cut-sheet for proposed door, including material, hardware, color, and divided light configuration if applicable.
- Description of extent of work, including frame/threshold repair or replacement.