



TOWN OF MIDDLEBURG

10 West Marshall Street, PO Box 187
Middleburg, Virginia 20118-0187
540-687-5152 FAX 540-687-3804

Application # COA _____

CERTIFICATE OF APPROPRIATENESS

Applicant Name: _____

Business Name: _____

Mailing Address: _____

Phone #: _____

email: _____

Contractor Name: _____

Phone #: _____

email: _____

PROPERTY ADDRESS: _____

Parcel #: _____

Prop. Owner Name: _____

Phone #: _____

Mailing Address: _____

email: _____

Project Description

- New Construction
- Exterior Alteration
- Addition
- Relocation
- Demolition
- Sign

Minor Actions: Repainting Storm Doors/Storm Windows Minor Landscaping Structure

Summary of Work

FOR ALL APPLICATIONS:

- *** TWELVE (12) COPIES OF ALL SUBMITTED MATERIALS MUST BE PROVIDED *****
- Written Description - Describe clearly and in detail the nature of the project. The HDRC uses the adopted *Historic District Design Guidelines* as a basis for review of applications. Applicants should carefully review their proposal relative to these guidelines prior to submission and INCLUDE how it relates to these documents.
- Photographs - A minimum of three views of the area(s) under review
- Specifications of Materials - to include, but not limited to: roofing, siding, windows & doors, trim work, color scheme, chimneys, shutters, utilities and mechanical equipment locations and specifications, exterior lighting, fencing, walls, and paving. (Include Manufacturer's specification sheets whenever possible.)
- The applicant or a representative must be at the meeting to answer any questions the Committee may have and to discuss any possible changes or suggestions.
- All projects must also comply with all applicable Codes and Ordinances (Building Code, Zoning, etc).

(cont. on next page)

PLUS:

For **SIGNS** – Detailed, scaled drawing showing dimensions, style and size of letters, colors, sample and type of material, proposed location on the building elevation (or the site, for freestanding), and details of type (if any) of illumination. A COPY OF THE SIGN PERMIT APPLICATION MUST ALSO BE INCLUDED.

For **NEW CONSTRUCTION, ADDITIONS, MAJOR RENOVATIONS**

Architectural Drawings:

- Dimensioned outline of the building (min. scale of 1/4" = 1')
- Dimensioned elevations of new construction and adjacent existing elevations (min. scale of 1/4" = 1')
- Site Plan(s) (for new construction and additions)
- Site Section(s) (when requested by HDRC)

Page 3 of this application form : names & addresses of adjacent property owners for public notice purposes.

PLEASE NOTE:

- All materials must be submitted in such a manner that their review does not require professional interpretation.
- All materials submitted will become the property of the Town of Middleburg.

Acknowledgement of Responsibility

I, the **PROPERTY OWNER OR AUTHORIZED AGENT**, understand that all applications requiring review by the HDRC must be complete and must be submitted fourteen (14) days before the HDRC meeting date; otherwise consideration will be deferred to the following meeting. I agree to comply with the conditions of this certificate and all other applicable Town regulations and to pursue this project in strict conformance with the plans as approved. I understand that no changes are permitted without prior approval of the Town and that failure to follow approved plans is a violation of the Zoning Ordinance punishable as provided therein.

Owner/Agent signature: _____ Printed Name: _____

OFFICE USE ONLY

Date Filed: _____ Fee amount: _____ Date Paid: _____ COA #: _____

Minor Project: Exclusion Approval, or COA required per Zoning Administrator

HDRC Action: Approval Conditional Approval Denied Date: _____

HDRC Comments/Conditions: _____

If Appeal, Town Council Action: Approval Denied Date: _____

Town Council Conditions: _____

Approved: _____ Date: _____

Zoning Administrator

THIS CERTIFICATE EXPIRES ONE YEAR FROM THE APPROVAL DATE IF THE AUTHORIZED ACTIVITY HAS NOT BEEN COMMENCED AND DILIGENTLY PURSUED. NO DEVIATIONS FROM THE APPROVED PLANS ARE PERMITTED WITHOUT PRIOR APPROVAL.