

CERTIFICATE OF APPROPRIATENESS

APPLICATION



May 2015

Beginning July 1, 2012, per Ordinance O12-19, a 2.75% technology fee will be assessed and collected on the total fees for all new and resubmitted applications until **June 18, 2017.**

Stafford County Department of Planning & Zoning

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The Certificate of Appropriateness (COA) Process

Stafford County Code Section 28-58 created Historic Resource Overlay Districts (HRODs) to protect the county's historic resources against destruction and encroachment. HRODs contain "buildings or places in which historic events have occurred or which have special public value because of notable architectural or other features relating to the cultural or artistic heritage of the county, the Commonwealth, or the nation." As such, these special places "should be preserved and maintained for the use, observation, education, pleasure and welfare of the people" of Stafford County.

Projects that may change the exterior appearance, form, or materials of a building, structure, or site located within any historic resource overlay district – including but not limited to projects that involve restoration, rehabilitation, additions to existing buildings or structures, new construction, demolition, or alteration of existing landscape – require a Certificate of Appropriateness (COA).

Each COA application is forwarded to the Stafford County Architectural Review Board (ARB) for consideration. The ARB reviews each application and makes a decision based upon the zoning ordinance, the *Stafford County Historic Resource Overlay District Guidelines*, and the *Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties*. In accordance with these guidelines, the ARB takes the following types of issues into account for each proposed project.

- Will the proposed project substantially alter exterior features of a historic resource?
- Is the proposed project compatible with the historic, architectural, or cultural character of the surrounding HROD?
- Will the proposed project improve or worsen the current state of preservation of a historic resource?
- What are the character-defining architectural features of the building or structure and does the proposed project take those features into consideration?
- How does proposed new construction compare with the general design, scale, and arrangement of existing buildings, structures, and other features?
- To what extent does the proposed project take historic textures and materials into account?
- Is the proposed project compatible with historic landscape features?
- Are the size, design, and orientation of proposed new or reconstructed structures compatible with the size, design, and orientation of historic structures in the HROD?
- To what extent may the denial of a certificate of appropriateness constitute a deprivation of a reasonable use of private property?

Stafford County will not issue construction permits for projects that require a COA until a COA is approved.

The ARB meets the first Monday of each month (subject to change) at the Stafford County Administration Center. A COA application must be submitted to the Department of Planning and Zoning at least 14 days prior to the next ARB meeting. **An applicant is not required to attend the ARB meeting; however, it is highly recommended.**

Based on its review of the application, the ARB may:

- approve an application,
- approve an application with conditions that mitigate adverse impacts,
- deny an application, or
- defer an application for up to sixty (60) days if additional information about the project is required.

If the ARB approves an application, it shall authorize the issuance of a COA. If the ARB denies an application, it shall notify the applicant in writing. If an application is denied, the applicant may resubmit a revised application.

Any owner or owners of real property within Stafford County, who are jointly or severely aggrieved by a decision of the ARB, may appeal the decision to the Board of Supervisors by filing a written petition with the Director of the Department of Planning and Zoning within thirty (30) days of that decision. The Board of Supervisors, after consultation with the ARB, may:

- reverse the decision of the ARB, in whole or in part, or
- may affirm the decision of the ARB.

An applicant who is severely aggrieved by a final decision of the Board of Supervisors may appeal to the Circuit Court of Stafford County for review of that decision by filing a petition at law within thirty (30) days of the final decision of the Board of Supervisors.

Minor Work Not Requiring a COA

Minor work or actions deemed by the Director of the Department of Planning and Zoning as not having a permanent effect upon the character of the historic property or district are exempt from full review by the ARB. The Director or his or her designee will review minor work or actions. The term "minor work" shall include, but not be limited to:

- the repair or replacement of existing materials with substantially like materials on exterior surfaces or appurtenances (such as steps, gutters, chimneys, and windows), and
- exterior painting of non-masonry surfaces.

Please call the Department of Planning and Zoning staff at (540) 658-8668 if you have questions about what constitutes "minor work."

Application Instructions

Contact the staff of the Stafford County Department of Planning and Zoning to discuss proposed changes to the property, building, or historic feature. **If the staff determines that the project will require a COA, the applicant must complete the following tasks.**

1. Complete the attached application form.
2. If the applicant is not the property owner, the applicant must provide a signed and notarized statement from the owner indicating that the applicant has permission to apply for a COA.
3. Provide at least five (5) photographs of the existing conditions of the project area and the architectural materials in question. Applicants may submit prints (4"x 6") or digital images.
4. Provide six (6) paper copies or one (1) digital file of both a site plan and elevation views. Site plans and elevation views should be drawn to scale, show both existing conditions and proposed changes to the property, and include the following information:
 - (a) location and dimensions of improvements
 - (b) existing and proposed grades
 - (c) exterior materials and colors on elevation views
 - (d) exterior lighting (location and style)
 - (e) landscaping (including species to be planted)
 - (f) fences, sidewalks, and parking areas
 - (g) signs

The site plan and elevation views do not have to be prepared by a licensed professional. Simple sketches that give an accurate and clear representation of the property and the proposed improvements are sufficient, as long as the sketches are to scale.

5. Pay the \$25.00 filing fee plus the 2.75% technology fee for a total of \$25.69. Please make checks payable to the County of Stafford.
6. Submit all application materials and the application fee to the Department of Planning and Zoning at least 14 days prior to the next ARB meeting (check with the Department of Planning and Zoning for schedules).

Once the Department of Planning and Zoning receives a complete application and the application fee, staff will let you know when the Architectural Review Board (ARB) will review your application. Applicants are encouraged to attend the ARB meeting so that the ARB members can discuss the project with the applicant.

Project Checklist

Fill out all that apply to the proposed project.

Project Location within the Historic Property (check all that apply)

- Primary Building/Structure

Original construction date(s) (example: "1877" or "circa 1880")

- Secondary Building/Structure

Original construction date(s) (example: "1901" or "circa 1900")

- Other (please describe) _____

Project Dimensions

- If ground disturbance will be required (e.g., for new additions, new secondary buildings, foundation repairs, etc.), indicate the footprint and depth of the area to be disturbed (example: 20' L x 14' W x 4' D): _____

Project Type (check all that apply)

- Change in existing material(s) or configuration(s) on the exterior

- Roofing
- Chimneys
- Gutters/flushing
- Solar Panels
- Siding/finishes
- Masonry
- Windows
- Doors
- Foundation

- Reconstruction
- Demolition
- Relocation
- Sign(s)
- Landscaping/Fencing
- Lighting
- Other (please describe) _____

- New construction/additions

- Roofing
- Chimneys
- Gutters/flushing
- Solar Panels
- Siding/finishes
- Masonry
- Windows
- Doors
- Foundation

Work Will Be Performed By

- Architect or Engineer (provide name & address):

- Building Contractor (provide name & address):

- Other (provide name & address) :

Tax Credit and Permit Information (check all that apply)

- I plan to apply for a federal rehabilitation tax credit for this project.
(See <http://www.nps.gov/tps/tax-incentives.htm> for more information.)
- I plan to apply for a state rehabilitation tax credit for this project.
(See http://www.dhr.virginia.gov/tax_credits/tax_credit.htm for more information.)
- I have applied for another Stafford County permit, approval, grant, or license regarding the proposed project. Please list all applied for:

Required Attachments to this Application

- Site plan
- Elevation(s)
- Detailed drawing(s) or sketch(es) of replacement features and materials
- At least five (5) photographs of the project area, including general views and detailed views
- Manufacturer's specification sheets or material sample(s) of replacement materials (samples may be presented at the ARB meeting)
- If the applicant is not the owner, a signed, notarized letter from the property owner consenting to the proposed project
- For properties under easement from a conservation or historic preservation organization, a signed letter from the easement holder approving the proposed project

Please read and initial the following statements

- _____ I am the owner of this property, or I am acting on behalf of the owner(s) of this property and have attached a signed and notarized letter from the owner(s) indicating their knowledge of this application.

- _____ I have reviewed the Historic Resource Overlay District zoning ordinance, the *Stafford County Historic Resource Overlay District Guidelines*, and the *Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties*.

- _____ The information on this application represents an accurate description of the proposed work. I have omitted nothing that might affect the decision of the Architectural Review Board.

- _____ I understand that approval of this application by the Stafford County Architectural Review Board does not constitute approval of other required federal, state, or local permit applications.

- _____ I understand that issuance of a Certificate of Appropriateness is not an authorization to begin work; other permits or permissions may also need to be obtained before work can begin.

- _____ I have attached the application fee of \$25.69 in the form of a check made payable to the County of Stafford.

- _____ I agree to supply the Department of Planning and Zoning with two (2) additional photographs (4"x 6" prints or digital images) of appropriate representative views of the proposed work when the work is completed.

This application was received _____ / _____ / _____
Date

Planner

This application is complete _____ / _____ / _____
Date

Planner

STAFFORD COUNTY
Department of Planning and Zoning
CERTIFICATE OF
APPROPRIATENESS



RECEIVED BUT NOT OFFICIALLY SUBMITTED
DATE: _____ INITIALS _____

OFFICIALLY SUBMITTED
DATE: _____ INITIALS _____

PROJECT INFORMATION

PROJECT # _____

PROJECT NAME _____

SECTION _____

ADDRESS (IF AVAILABLE) _____

TOTAL SITE ACREAGE _____

TAX MAP /PARCEL(S) _____

ZONING DISTRICT _____

LOCATION OF PROJECT _____

Please select ONE (1) of the following as the PRIMARY CONTACT PERSON

APPLICANT/AGENT

Primary Contact Person

NAME _____

COMPANY _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX NUMBER _____

EMAIL ADDRESS _____

OWNER (Provide attachments if multiple owners)

Primary Contact Person

NAME _____

COMPANY _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX NUMBER _____

EMAIL ADDRESS _____

PROFESSIONAL (Engineer, Surveyor, etc.)

Primary Contact Person

NAME _____

COMPANY _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX NUMBER _____

EMAIL ADDRESS _____

Owner's Consent

STATEMENT OF UNDERSTANDING:

I, as owner/co-owner of the property subject to this application, do hereby certify that I have read and understood the requirements for Certificate of Appropriateness review and application approval, as provided under the Stafford County Zoning Ordinance, Chapter 28, Section 58 of the Stafford County Code.

Signature of Owner/Co-Owner

Printed Name

Date

Signature of Owner/Co-Owner

Printed Name

Date

I, as applicant or agent for the owner(s) of the property subject to this application, do hereby certify that I have read and understood the requirements for Certificate of Appropriateness review and application approval, as provided under the Stafford County Zoning Ordinance, Chapter 28, Section 58 of the Stafford County Code.

Signature of Applicant

Printed Name

Date

COMMONWEALTH OF VIRGINIA
COUNTY OF _____, to wit:

The forgoing statement of understanding was acknowledged before me this _____ day of _____,
_____, by _____ owner/applicant.

My commission expires: _____

Registration number: _____

Notary Public: _____

Print Name: _____