

ARCHITECTURAL REVIEW BOARD

INFORMATION SHEET

2009

The Architectural Review Board holds a public hearing on the third Monday of the month unless altered by a holiday schedule. Work sessions are held on the Wednesday prior to that meeting. The public hearing starts at 7:30 pm and takes place in the Herndon Council Chambers located at 765 Lynn Street, Herndon, Virginia. The work session also starts at 7:30 pm and takes place in the Hoover Conference Room of the Council Chambers at the same location.

Applicants are highly encouraged to attend the work session as their applications will be discussed informally by the Board and provides you an opportunity to hear their comments prior to the public hearing. Should you or your representative not attend the public hearing to address any issues that the Board may have, the application will likely be denied.

The deadline for filing new applications is approximately 30 days prior to the regularly scheduled public hearing. The completed application, all required materials and the application fee must be submitted no later than 4:00 pm on the application deadline date. **PLEASE NOTE THAT THE APPLICATIONS MUST BE COMPLETE AND THAT IT IS THE APPLICANT'S RESPONSIBILITY TO INSURE COMPLETENESS. LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED OR PLACED ON THE BOARD'S UPCOMING AGENDA.** Applicants are encouraged to submit their application two to three days prior to the deadline and to have their applications reviewed by Town staff for completeness. Meetings with staff prior to the submission deadline are encouraged and may be arranged by appointment.

ARB 2009 application deadlines, work session and public hearing dates:

<u>APPLICATION DEADLINE</u>	<u>WORK SESSION</u>	<u>PUBLIC HEARING</u>
December 24, 2008	January 21, 2009	January 26, 2009
January 26, 2009	February 18, 2009	February 23, 2009
February 16, 2009	March 11, 2009	March 16, 2009
March 23, 2009	April 15, 2009	April 20, 2009
April 20, 2009	May 13, 2009	May 18, 2009
May 18, 2009	June 10, 2009	June 15, 2009
June 22, 2009	July 15, 2009	July 20, 2009
July 20, 2009	August 12, 2009	August 17, 2009
August 24, 2009	September 16, 2009	September 21, 2009
September 21, 2009	October 14, 2009	October 19, 2009
October 19, 2009	November 11, 2009	November 16, 2009
November 16, 2009	December 9, 2009	December 14, 2009

If you have questions or would like to arrange an appointment, contact the Town of Herndon Department of Community Development by e-mailing community.development@herndon-va.gov or by phoning (703) 787-7380. Town offices are located at 777 Lynn Street and are open from 8:00 am to 5:00 pm, Monday through Friday.