



Department of Community Development
777 Lynn Street
Herndon, Virginia 20170-4602

ARCHITECTURAL REVIEW BOARD

APPLICATION FOR AN ADDITION TO AN EXISTING STRUCTURE

The undersigned hereby applies for an Addition to an Existing Structure under the provisions of § 58-62 of the Herndon Town Code. The undersigned certifies that all information in this application is true and correct and that the requirements of this application have been read and are understood. The undersigned also understands that the applicant or a duly appointed representative must be present at the public hearing. Submittal of this form with original signatures is required. PLEASE PRINT OR TYPE (Unless otherwise indicated.)

Subject Property Information

Address of Subject Property:
Brief Description of Proposal:
Name of Business Establishment Associated with this Application:
Building/Development Name:
Lot area (site area):
Type of Use (please specify whether commercial, industrial, office, residential, or other):
Related Applications or Plans (i.e. Site Plan, Plan Revision, SE, BZA) and Date of Approval (if applicable):

Applicant Information

Name and Title of Property Owner:
Mailing Address of Property Owner:
Telephone Number(s) where Property Owner may be reached:
Fax number of Property Owner:
E-mail address of Property Owner:

Signature of Property Owner (Applicant):

(Original Signature Required)

ARCHITECTURAL REVIEW BOARD

APPLICATION FOR AN ADDITION TO AN EXISTING STRUCTURE - continued

Agent or Representative Information (If different than above.)

Name and Title of Agent or Representative:

Mailing Address of Agent or Representative:

Telephone Number(s) where Agent or Representative may be reached:

Fax number of Agent or Representative:

E-mail of Agent or Representative:

Signature of Agent or Representative:

(Original Signature Required)

Tenant Information (if applicable)

Name and Title of Tenant:

Mailing Address of Tenant:

Telephone Number(s) where Tenant may be reached:

Fax number of Tenant:

E-mail of Tenant:

Signature of Tenant:

(Original Signature Required)

For Office Use Only:

| | |
|--|------------------|
| Application Received by: | Date: |
| Fee Paid: | Case No: |
| Public Hearing Date: | Action: |
| Tax Map Reference Number: | Zoning District: |
| Status of Taxes: <input type="checkbox"/> Paid <input type="checkbox"/> Delinquent | |

ARCHITECTURAL REVIEW BOARD

APPLICATION FOR AN ADDITION TO AN EXISTING STRUCTURE - continued

APPLICATION REQUIREMENTS

Item

- 1** One (1) letter describing the proposed addition and a list of all materials submitted.
- 2** One (1) completed application form with all required signatures, including the signature of the property owner on which the structure is located.
- 3** Application fee payable by either check, cash or credit card.
- 4** Six (6) sets of labeled color photographs of all sides of the existing structure, site and neighboring properties.
- 5** One (1) set of color elevation drawings 24"x36" of the existing structure with the proposed addition. Proposed colors must be used on all elevations. The proposed materials and colors must be listed on the elevation drawings and their location on the building and addition indicated. All materials and colors must include the name of the model/color number, and a general description with information such as gloss, flat, plastic, etc. All elevation drawings must be to scale and scale must be indicated.
- 6** Six (6) color copies of the elevation drawings 11"x17" discussed in Item 5 above. All proposed materials and colors and their locations must be shown on each copy.
- 7** Samples of all exterior building materials proposed for the addition, including but not limited to brick, mortar, siding, roofing, glass, paint and stain colors. Samples are not to exceed one square foot.
- 8** Six (6) color copies of the manufacturer's cut or spec. sheets for all exterior elements such as light fixtures, windows, doors and ornamental features, etc.
- 9** Six (6) copies 11"x17" of the approved Site Plan or Building Location Survey showing the proposed addition.
- 10** Six (6) copies 11"x17" of the approved landscape plan (if applicable). The plan should show the existing and proposed landscaping and a list of the proposed plants.
- 11** One (1) electronic copy of the above information. Thumb drives are not accepted