



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

ARCHITECTURAL REVIEW BOARD

APPLICATION FOR AN ALTERATION TO AN EXISTING STRUCTURE

The undersigned hereby applies for an Alteration 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

ALTERATION 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

ALTERATION TO AN EXISTING STRUCTURE - continued

APPLICATION REQUIREMENTS

Item

- 1 One (1) letter describing the proposed alteration and a list of all materials submitted.
- 2 One (1) completed application form with all required signatures, including the signature of the subject property's owner.
- 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 building.
- 5 Six (6) 11"x17" color copies of the elevation drawings. All proposed materials, colors and their locations must be listed on the elevation drawings and their location on the building or addition must be indicated. All materials and colors must include the name, the model/color number and a general description with information such as gloss, flat, plastic, etc. All elevation drawings must be to scale and the scale must be indicated. These copies are not required to be in color.
- 6 One (1) full-size set 24"x36" of the colored elevation drawings.
- 7 Samples of all exterior building materials proposed for the alteration, including but not limited to brick, mortar, siding, roofing, glass, paint and stain colors. Samples are not to exceed one square foot. For exterior elements such as light fixtures, windows and ornamental features a detailed manufacturer cut sheet may be submitted.
- 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.
- 9 One (1) electronic copy of the above information. Thumb drives are not accepted.

Note: Alterations to an Existing Structure include, but are not limited to: a change in siding material, a change in roof material, an exterior color change, new wall openings, window or door replacement, or the addition or removal of architectural details.