



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

ARCHITECTURAL REVIEW BOARD

APPLICATION FOR AN AMENDMENT TO AN APPROVED APPLICATION

The undersigned hereby applies for an Amendment to an Approved Application 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

AMENDMENT TO AN APPROVED APPLICATION - 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

AMENDMENT TO AN APPROVED APPLICATION - continued

APPLICATION REQUIREMENTS

Item

- | |
|---|
| 1 |
|---|

 One (1) letter describing the proposed amendment to the approved application 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 areas and/or elevations that are affected by the amendment.
- | |
|---|
| 5 |
|---|

 When applicable, six (6) folded copies of the elevation drawings 11"x17". All proposed materials, colors and their locations on the building must be indicated. These additional copies may be omitted for applications proposing a paint color change only.
- | |
|---|
| 6 |
|---|

 When applicable, six (6) copies 11"x17" of the approved Site Plan.
- | |
|---|
| 7 |
|---|

 Samples of all exterior building materials proposed for the amendment, including but not limited to brick, mortar, siding, roofing, glass, paint and stain colors. Samples are not to exceed one square foot.
- | |
|---|
| 8 |
|---|

 When applicable, six (6) color copies of the manufacturer's cut or spec sheets for any amended 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.