

October 2017



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

HERITAGE PRESERVATION REVIEW BOARD

APPLICATION FOR AN ALTERATION TO AN EXISTING STRUCTURE

The undersigned hereby applies for a Certificate of Appropriateness for an Alteration to an Existing Structure located in the Heritage Preservation Overlay District under the provisions of Article XV of the Zoning Ordinance. 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 staff recommends that he or a duly appointed representative attend 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)

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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	

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ALTERATION TO AN EXISTING STRUCTURE - continued

APPLICATION REQUIREMENTS

Item

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| 1 |
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 One (1) letter describing the proposed alteration and a list of all materials submitted.
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| 2 |
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 One (1) completed application form with all required signatures, including the signature of the property owner on which the structure is located.
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| 3 |
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 Application fee payable by either check, cash or credit card.
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| 4 |
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 Eight (8) sets of labeled color photographs of all sides of the existing structure.
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| 5 |
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 One (1) full-size 24"x36" set of color elevation drawings of the structure with the proposed alteration shown. Colors must match the proposed colors. The proposed alterations with materials, colors and their locations on the structure must be listed on the elevation drawings. 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.
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| 6 |
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 Eight (8) folded 11"x17" of the elevation drawings discussed in Item 5 above. All proposed materials and colors and their locations must be shown on each copy. These additional copies may be omitted for applications proposing a paint color change only.
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| 7 |
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 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.
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| 8 |
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 Eight (8) color copies of the manufacturer's cut or spec sheets for all exterior elements such as light fixtures, windows, doors and ornamental features.
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| 9 |
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 One (1) electronic copy of the above information. Thumb drives are not accepted.

Note: An application consisting solely of the following alterations: a change in siding material, a change in roof material, an exterior color change, the replacement of a window in an existing unaltered window opening, the addition of shutters, or the addition of a fence, does not require the drawings in Items 5 and 6.