



Department of Community Development

777 Lynn Street

Herndon, Virginia 20170-4602

**HERITAGE PRESERVATION REVIEW BOARD**

**APPLICATION FOR NEW CONSTRUCTION**

The undersigned hereby applies for a Certificate of Appropriateness for New Construction 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)

**HERITAGE PRESERVATION REVIEW BOARD**  
**NEW CONSTRUCTION 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		

**HERITAGE PRESERVATION REVIEW BOARD**  
**NEW CONSTRUCTION APPLICATION - continued**

**APPLICATION REQUIREMENTS**

**Item**

- 1** One (1) letter describing the proposed new construction 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** Eight (8) 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 proposed structure. 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** Eight (8) 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 new structure, including but not limited to brick, mortar, siding, roofing, glass, paint and stain colors. Samples are not to exceed one square foot.
- 8** 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, etc.
- 9** Eight (8) copies 11"x17" of the Site Plan.
- 10** Eight (8) copies 11"x17" of the landscape plan. (The plan should show the proposed and existing landscaping and a list of the proposed plants.)
- 11** One (1) electronic copy of the above information. Thumb drives are not accepted.