

HERITAGE PRESERVATION REVIEW BOARD
INFORMATION SHEET

2019

The Heritage Preservation Review Board holds a public hearing at 7:00 p.m. on the **third** Wednesday of the month, unless altered by a holiday schedule. Work sessions are held at 7:00 p.m. on the **first** Wednesday of the month, unless altered by a holiday schedule. Meetings are held in the Herndon Council Chambers Building located at 765 Lynn Street, Herndon, Virginia.

Although not required, applicants are highly encouraged to attend the work session as their applications will be discussed informally by the Board. Should you or your representative not attend the public hearing to address any issues that the Board may have, the application will likely be denied.

The deadline for filing new applications is approximately 30 days prior to the regularly scheduled public hearing. The completed application, all required materials and the application fee must be submitted no later than 4:00 p.m. on the application deadline date. **Please note that the applications must be complete and that it is the applicant's responsibility to ensure completeness. Late or incomplete applications will not be accepted or placed on the Board's upcoming agenda.** Applicants are encouraged to submit their application two to three days prior to the deadline and to have their applications reviewed by Town staff for completeness. Meetings with staff prior to the submission deadline are encouraged and may be arranged by appointment.

<u>APPLICATION DEADLINE</u>	<u>WORK SESSION</u>	<u>PUBLIC HEARING</u>
December 10, 2018	January 2, 2019	January 16, 2019
January 14, 2019	February 6, 2019	February 20, 2019
February 11, 2019	March 6, 2019	March 20, 2019
March 11, 2019	April 3, 2019	April 17, 2019
April 8, 2019	May 1, 2019	May 15, 2019
May 13, 2019	June 5, 2019	June 19, 2019
June 10, 2019	July 3, 2019	July 17, 2019
July 15, 2019	August 7, 2019	August 21, 2019
August 12, 2019	September 4, 2019	September 18, 2019
September 9, 2019	October 2, 2019	October 16, 2019
October 14, 2019	November 6, 2019	November 20, 2019
November 12, 2019	December 4, 2019	December 18, 2019
December 9, 2019	January 8, 2020	January 15, 2020

To view additional information and confirm meeting dates, please visit the Town's web page at www.herndon-va.gov.

If you have additional questions or would like to arrange an appointment, please contact the Town of Herndon Department of Community Development at (703) 787-7380. Town offices are located at 777 Lynn Street and are open from 8:00 a.m. to 5:00 p.m., Monday through Friday.