



TOWN OF DUMFRIES
17755 Main Street, P.O. Box 56
Dumfries, VA 22026
(703) 221-3400

File No. _____

ARCHITECTURAL REVIEW BOARD

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Application is hereby made for a Certificate of Appropriateness in accordance with the description and purpose set forth. These requirements are agreed to by the undersigned and are a condition necessary for the approval of this certificate.

Application shall be filled out completely

Date: _____ **Zoning district:** _____

Property Owner: _____ **Property Owner's signature:** _____

Property Owner's address: _____

Property Owner's phone #: _____

Applicant: _____ **Applicant's signature:** _____

Applicant's premise address: _____

Applicant's mailing address: _____

Applicant's phone #: _____

Description of proposed project (The definition of a project is the erection, construction, reconstruction, alteration, demolition, moving or restoration of any structure, building or sign located within the H-1, Historic Overlay District.

- Demolition Painting Addition Alteration
 Remodel Reapplication New Const. Moving
 Other (specify)

Please provide samples and plans.

Note: In addition to applying for a Certificate of Appropriateness, the applicant is responsible for obtaining any other required permits. Any such permits shall not be issued for any work until a Certificate of Appropriateness has been approved in accordance with Article VIII of the Town of Dumfries Zoning Ordinance.

Architectural Review Board Approval:

Subject to the following conditions:

Architectural Review Board Chair

Date

Must be signed by ARB Chair and stamped and signed by ARB Secretary.

THE FOLLOWING MINOR WORK HAS BEEN DEEMED EXEMPT FROM ARB REVIEW:

Addition or deletion of the following:

- Appurtenances such as gutters, storm doors, portable air conditioners installed in windows, or similar devices, which do not significantly affect the appearance of the structure.
- In locations not visible from a public right-of-way accepted or planned for acceptance in the State Highway System, television or radio antennas attached to a dwelling, skylights or solar energy collectors.
- Landscaping including, but not limited to, minor grading, walks, small fountains and ponds, which will not substantially affect the character of the property and its surroundings.
- Alterations or repairing of the interiors of buildings.
- Repainting the exterior of a structure with a previously approved color. Paint which results in a different color or painting of an unpainted surface shall not be considered minor, exempt work.

Other minor work may not require review, but will require written verification of exemption by the Zoning Administrator.

ARCHITECTURAL REVIEW BOARD GUIDELINES NON-EXEMPT WORK

- An application for a Certificate of Appropriateness is required when the proposed property is located within the Town of Dumfries, H-1 Historic Overlay District.
- Any exterior color change must stay consistent with the ARB historical color chart. (*See Zoning Administrator for color chart*).
- Any change in roofing material, such as shingles, requires ARB approval.
- Storage sheds shall be submitted including the following information: site location, style and color.
- Any request for a commercial sign in the H-1, Historic Overlay District requires a complete description including the following: size, style, design, colors, materials and location or placement on property. (*See Zoning Administrator for sign guidelines*).

Applicant shall provide any necessary information for ARB consideration. Reference as follows:

1. A photograph, which shows the subject property in relationship to nearby properties where the work is proposed.
2. Small samples of materials such as masonry, slates, metals, siding and roofing materials must be provided to illustrate appropriateness. Specific product identification must also be provided. Color samples, which indicate the manufacturer, must be included for all exterior painting.
3. Location, dimensions, floor area and height of existing and/or proposed structures.
4. Building location/ site plan with property boundaries when the application involves new construction, an addition to the building, landscaping, or land disturbance. Decks, balconies and enclosed roof space also require such plans.

Note: Any appeal to the decision of the ARB must be filed, in writing, with the Dumfries Town Council within thirty (30) days.