



Certificate of Appropriateness Application Form and Instructions for Completion

Proposed changes and modification within a Historic Overlay District shall be subject to the regulations set forth in the Historic Overlay Districts Design Review Guidelines.

The following minor work has been deemed exempt from Architectural Review by the Prince William Board of County Supervisors. Addition or deletion of the following:

- a) Appurtenances such as gutters, storm doors, storm windows, window boxes, portable air conditioners installed in windows, or similar devices which do not significantly affect the appearance of the structure.
- b) 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 collectors.
- c) Landscaping involving minor grading, walks, retaining walls less than 30 inches in height, temporary fencing, small fountains, ponds, and the like, which will not substantially affect the character of the property and its surroundings.
- d) Alteration or repainting of the interiors of buildings. Exterior painting, however, which results in a different color, or the painting of unpainted surfaces shall not be considered minor work.
- e) Building additions or deletions from existing buildings of less than 120 square feet which will not significantly change the architectural character of a property, provided such portions of the building are not visible from the public rights-of-way accepted or planned for acceptance into the State Highway System.

Other minor work may not require review but will require written verification of exemption by both the Zoning Administrator and the Architectural Review Board.

APPLICATION INSTRUCTIONS

In addition to a completed application form, applicant must submit information and materials as required by the Historic Overlay Districts Design Review Guidelines, Chapter III Design Review in Historic Districts, Paragraphs III.B.2 and III.B.3.

- 1) Date of Application.
- 2) Geographic Parcel Identification Number (GPIN). Can be found on [County Mapper](#).
- 3) Provide name of business or individual requesting approval for proposed work. If this is different from the property owner, please note property owner also.
- 4) Signatures of both the property owner and applicant must be on the application.
- 5) Provide mailing address of applicant and owner.
- 6) Indicate site address.
- 7) Phone number and email address of applicant.
- 8) Provide names, addresses and contact information for architect, engineer, or contractor, if applicable.
- 9) Briefly describe proposed work.

Application for a Certificate of Appropriateness

Application is hereby made for a Certificate of Appropriateness in accordance with the description and purpose herein set forth. These requirements are agreed to by the undersigned and area a condition necessary for approval of this Certificate. This applies to all properties in Historic Overlay Districts.

Applicant Information	Name		
	Mailing Address	City/State	Zip Code
	Email	Phone	
Property Information	Property Address	City	Zip Code
	Geographic Parcel Identification Number (GPIN)		
Architect/ Engineer/ Contractor Information	Company Name	Contact Name	
	Mailing Address	City/State	Zip Code
	Email	Phone	
Description Of Work			

Note: In addition to applying for a Certificate of Appropriateness, the applicant is responsible for obtaining any other required permits from the Department of Public Works or the Planning Office. Please check with these agencies before commencing with the proposed work. The Certificate of Appropriateness is valid for a period of one year after approval. After the expiration date, a 60-day grace period may be granted to complete work in progress, provided owner can show cause why the work has not been completed.

Applicant Signature _____ **Date** _____

County Staff Use Only			
Architectural Review Board	Review Scheduled	Review Date	Case Number
	Demolition	Addition	
	Painting	Reapplication	
	Alteration	Other: _____	
Remodel			
Chairman Signature _____ Date _____			
Subject to the following conditions			
Director of Planning Signature _____ Date _____			