

**HISTORIC AND CULTURAL ZONING OVERLAY DISTRICT  
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS**

CITY OF VIRGINIA BEACH, DEPARTMENT OF PLANNING

Application is hereby made for a Certificate of Appropriateness and is made subject to Appendix A, Article 13, Section 1303 of the Code of the City of Virginia Beach, and other ordinances and requirements that may apply. Please note that the application and accompanying materials are required by the 25th of the month (or first business day after) in order to be considered to be placed on the Historical Review Board agenda on the 3rd Wednesday of the following month at 3:00pm. A representative must present the request to the Historical Review Board. Staff will notify you if the submitted application is complete within 2 business days. If the application is not complete, a short deadline will be given. If materials are not received by that time, the application will be moved to the following month. Once approval is granted by the Historical Review Board, a Certificate of Appropriateness letter will be sent to the representative listed on this application. *If you would like to speak to Staff before completing your application please contact Jonathan Sanders, Planner at 385-1829 or [jdsander@vb.gov](mailto:jdsander@vb.gov).*

**Submit 1 copy of: a completed Application for Certificate of Appropriateness and attachments listed on page 2, and the Disclosure Statement Form to: (electronic submission of this application is preferred)**

Email Jonathan Sanders at [jdsander@vb.gov](mailto:jdsander@vb.gov) (or deliver CD-ROM or flash drive to the Planning and Community Development at the Development Services Center)

Jonathan Sanders  
Planning and Community Development  
2405 Courthouse Drive, Room 115  
Virginia Beach, VA 23456

<b>STAFF TO COMPLETE:</b> Date Received: _____	Application: _____	GPIN: _____
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Application Type (check all applicable): sign  new construction  repairs/renovation  demolition  modification to past approval  other

Date \_\_\_\_\_

Name of Project \_\_\_\_\_

Street Address of Project \_\_\_\_\_

Representative\* \_\_\_\_\_

(\*Representative should have the authority to commit applicant to changes to the project.)

Organization and Position \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Property Owner (if different from representative) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Are there other applications associated with this property involving a City Department such as a Rezoning, Conditional Use Permit, Board of Zoning Appeals action, or Development Services review request? Yes  No  If yes, describe:

Description of Proposal (attach separate sheet(s) if necessary):

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**Attach the following** (maximum printed submission size is 11"x 17"):

For new construction/building additions/renovations/repairs:

- Photographs (in color) of property (include a photograph from street view).
- Site Survey (to scale) showing property, proposed improvements, and any existing structure(s).
- Architectural elevations (in color, to scale) showing all elevations for new construction projects; or, affected elevations for other improvements. Note materials, styles, and colors for: windows, doors, trim, gutters/downspouts, roofing, signs, lighting, sidewalks, fencing, walls, and other design features, as applicable.
- Product detail (specification) sheets (in color) for lighting fixtures, roofing materials, siding/foundation facades, windows, and other relevant materials.
- Landscape Site Plan is only recommended if no grading or substantial change is proposed showing the accurate size of plant material and tree canopy. Label or provide a legend specifying plant materials.
- The Historical Review Board encourages review of any pertinent material/color samples for roofing, siding and/or other details, especially for commercial and institutional projects. Please be prepared to show samples to the Historical Review Board, if available.

For signage:

- Photographs (in color) of the property (include a photograph from street view).
- Location plan on Survey (for freestanding or monument signs) or a rendering/photo (for wall signs) showing location of proposed signage.
- Sign Plan (in color) specifying: dimensions of height, width, and thickness; color(s); materials; and lighting placement.
- *Interior-lit signage is not supported in the Courthouse Historic and Cultural Overlay District.*
- Review the Historic District Sign Guidelines at <http://www.vbgov.com/government/departments/planning/boards-commissions-committees/Pages/historical-review-board.aspx>.

For demolition:

- Photographs (in color) of property (include a photograph from street view).
- Site Survey (to scale) showing property and existing structure(s) (note which structure(s) is/are proposed to be demolished).

Signature of Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_