

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

City of Virginia Beach Department of Planning & Community Development

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 10<sup>th</sup> of the month (or first business day after) in order to be considered to be placed on the Historical Review Board agenda on the 3<sup>rd</sup> 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 below, and the Disclosure Statement Form to:** Jonathan Sanders at [jdsander@vb.gov](mailto:jdsander@vb.gov) or contact Jonathan Sanders via email or by phone at 757 385-1829 to arrange delivery to the Department of Planning & Community Development.

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**Attach the following** (maximum sheet submission size is 8.5"x 11"):

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.vb.gov/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).

