



HILTON VILLAGE

ARCHITECTURAL REVIEW BOARD

2400 Washington Avenue
Newport News, Virginia 23607

Ph (757) 926-8083

Fax (757) 926-3639

INFORMATION FOR COMPLETING AN APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS

The attached application must be completed and returned to the Department of Planning, Newport News City Hall, 2nd Floor, 2400 Washington Avenue, Newport News, Virginia 23607, by Wednesday, _____.
Incomplete or late applications *will be delayed* as they cannot be processed for the next meeting. The application must be signed by the owner.

1. Questions 1., 2., 2.A., and 2.B., concerns the name, address, and telephone number of the owner of the property.
2. Question 3., asks you to give a detailed description of the work to be accomplished. If necessary, attach additional pages to give a full description of the project.
3. Question 4., concerns the use of the property once the work has been accomplished. As an example, a change in use would be from residential to commercial or from a different type of commercial use then what previously existed.
4. Questions 5., 5.A., and 5.B., should be completed if the contractor who will do the work is known.
5. Questions 6., 6.A., and 6.B., identifies the person who will represent the application at the meeting. *If the owner will not be present at the meeting, then a letter of authorization must accompany the application at the time of the submission.*
6. Read the statement at the bottom, sign, and date the application.

You will be notified by mail of the date, time, and place of the hearing. The Review Board cannot consider the application unless someone is present to represent it at the hearing.

Required Submission

The items checked below must accompany the application. Color Charts, manufacturer's illustrations and photographs are acceptable for use as exhibits of colors, materials, fixtures and other accessories.

Plans and sketches should be on good grade paper, no larger than 24" x 36" and must be reproducible. All submissions must show sufficient detail to clearly indicate that work is to be accomplished. **Unclear or undetailed submissions may delay consideration.**

For New Buildings or Additions:

- () A site plan (scale not less than 1" = 40') showing the building or addition, adjoining uses, pedestrian and vehicular circulation, and non-vegetative landscaping. Any materials used in exterior developments should be indicated as to type, color, quantity, and scale.
- () A floor plan and elevations (scale not less than 1/8" = 1'-0") indicating the building, addition, adjoining uses, and the material from which they are constructed. Details will be provided to show material, type, color, and sizes of all windows, entrances, doors, fascias, cornices, dormers or other appurtenances.

Photographs may be used to show the relationship of buildings to be altered to adjacent or related structures.

For Improvements to Buildings:

- () Elevations* (scale not less than 1/8" = 1' - 0") or a photograph showing adjoining or related uses and the area to be altered or improved. Indications will be given as to the location, type, color, and proportion for materials.
- () Details (at a larger scale) will be provided to show materials, type, color, and sizes of all window, entrances, doors, fascias, cornices, dormers or other appurtenances.
- () For siding with stucco, if a sample is provided (recommended), refer to page 16 of the Homeowner's Guide, for a description of the Traditional Hilton Stucco (three-coat, stucco-system) to assist in the submission requirements.

For Site Improvements:

- () A site plan (scale not less than 1" = 40') indicating non-vegetative landscaping, lighting, permanently installed furniture or other exterior developments for adjoining uses, related uses, and the improvements to be considered.
- () Details of exterior structures showing methods of installation, type and color of materials, and the appearance of the structure. (Photographs and manufacturer's illustration are acceptable as submissions).

An elevation shows the front and the side view of the building, and the location of windows, doors, dormers, etc.

For Signs

- () An illustration drawn to scale, showing letters, size, style, wording, materials and colors; and a site plan, drawn to scale, showing the proposed location of the sign.

For Fencing

- () A photograph, sample or scale drawing of a portion of the type fencing to be used.
- () A sketch plan (scale not less than 1" = 40') indicating the limits of the area to be fenced and the adjoining properties.

For Driveways

- () A site plan (scale not less than 1" = 100') showing the width of the apron of the curb of the street, length of apron from the curb to the sidewalk, or to its point of terminus, width of driveway runners and the distance between the runners, length of runners from the edge of the apron or sidewalk to its point of terminus in the side or rear yard, type of driveway material, and, if necessary, any other related exterior appurtenances, such as, trees, adjoining uses, etc. **In addition, upon approval of a certificate of appropriateness, a permit is required from the Department of Engineering for any work which occurs within or which abuts the City's Right-of-Way.**

For Doors

- () An illustration from a catalog or brochure which clearly shows the overall dimensions and style of the door.

For Windows

- () An illustration from a catalog or brochure with the overall dimensions of the windows which clearly shows the grille pattern permanently attached on the exterior surface of the glass. The width and height of the muntins and the height of the sashes should be shown on the illustration.

Other

Mail application to:

**Hilton Village Architectural Review Board
 c/o Department of Planning
 2400 Washington Avenue, 2nd Floor
 Newport News, Virginia 23607**

The Board highly recommends that prior to submission of the application, that you contact staff by calling the Department of Planning at (757- 926-8083).

APPLICATION NUMBER _____

**APPLICATION FOR A
CERTIFICATE OF APPROPRIATENESS
HILTON VILLAGE ARCHITECTURAL REVIEW BOARD**

1. ADDRESS OF ACTIVITY _____

2. OWNER _____

A. OWNER'S ADDRESS _____

B. OWNER'S PHONE # _____

3. **ACTIVITY** (Please detail what is to be done as fully as possible. Include dimensions, materials, colors, and etc.) Please attach an additional sheet if necessary.

4. WILL USE OF PROPERTY CHANGE **NO**
 YES

NEW USE _____

5. CONTRACTOR (if known) _____

A. CONTRACTOR'S ADDRESS (Include Zip Code) _____

B. CONTRACTOR'S PHONE _____

6. PERSON REPRESENTING APPLICATION _____

A. ADDRESS (Include Zip Code) _____

B. PHONE _____

PLEASE READ

I/WE UNDERSTAND THAT THE ABOVE PROPERTY MAY BE POSTED WITH NOTICE OF THIS APPLICATION AND THAT SOMEONE MUST BE PRESENT AT THE MEETING OF THE HILTON VILLAGE ARCHITECTURAL REVIEW BOARD AT WHICH THIS APPLICATION WILL BE CONSIDERED. I ALSO UNDERSTAND THAT MEMBERS OF THE BOARD AND CITY STAFF MAY VISIT THE SITE OF THE PROJECT PREVIOUS TO THE MEETING AND AFTER THE WORK HAS BEEN UNDERTAKEN.

7. SIGNATURE OF OWNER _____ DATE _____