

North End/Huntington Heights Historic District Architectural Review Board

Instructions for Completing an Application for a Certificate of Appropriateness Ord. No. 5356-99 - Article XXXI - Division 6 of the municipal code

The attached application must be completed and returned to the Department of Planning and Development, Newport News City Hall, 2nd Floor, 2400 Washington Avenue, Newport News. Incomplete applications may be returned. Applications received within 10 (ten) working days from a board meeting may be postponed until the following month due to processing time required. The application must be signed by the owner or his/her authorized representative.

1. Questions 1 - Indicate address of property owner contact information.
2. Question 3 - Describe all work to be done. Be specific. Attach additional materials as necessary.
3. Question 4 - Identify any proposed change of use. Zoning approval is required.
4. Questions 5 - identify the contractor who will do the work, if known.
5. Questions 6 - identify the person filling out the application.
6. The applicant must read the statement at the bottom, sign and date the application. If the applicant is not the property owner, a statement signed by the property owner indicating that the applicant has permission to represent them must be provided, or the owner must sign the application.

The applicant and property owner will be notified by mail of the date, time and place of the meeting. **The Review Board will not typically consider the application unless someone is present to represent it and answer questions at the meeting. If no one is present to represent the application, it may be tabled until the next meeting (this is not considered a failure to act on the application).**

REQUIRED SUBMITTALS

The items checked below must accompany the application. Color charts, manufacturer illustrations, cut sheets and photographs are generally acceptable as exhibits for basic illustrations of style, color, and finish of materials.

Original plans and sketches must be no larger than 11 x 17 and reproducible. Electronic files that are scalable pdfs or dwg files are preferable (able to be zoomed in & out without distortion or blurring). All submittals must show sufficient detail to clearly indicate what work is to be accomplished.

FOR NEW STRUCTURES AND ADDITIONS (incl. garages, decks, sheds, porches, etc.)

- An existing conditions survey*(scale 1"= 20' or larger) showing all existing structures, pavement, landscaping, retaining walls, fences, and all other site elements.

A site plan survey drawing* including including all proposed structures and site elements clearly indicating layout dimensions and location of all proposed improvements and addition(s) and types of construction materials (wood, metal, tile, etc.).

Elevations and architectural details indicating all proposed materials, colors, finishes, and sizes of all windows, doors, façade, cornices, copings, dormers, columns, decks, porches, steps, handrails, balustrades, chimneys, roofing, and exterior utilities. Provide photographic documentation of any architectural details such as shutters trim, porches, etc. to be replaced, temporarily removed, or obscured by an addition or other improvement.

FOR MODIFICATIONS TO EXISTING STRUCTURES (no change in footprint):

- Elevations illustrations**(scale - 1/8" = 1' 0" or larger) clearly delineating the locations, dimensions, materials, colors, of the existing structure and all proposed modifications keyed as to the features to be modified.

Architectural details and product cut sheets of proposed items indicating materials, type, color and sizes (all windows, doors, façade, steps, cornices, dormers, porch and balcony components, chimneys, etc.)

Photographic evidence of all existing architectural details such as shutters trim, porches, etc. to be replaced, temporarily removed, or obscured by an addition or other work.

* prepared by a surveyor licensed in the state of Virginia

** Elevations show the front, side, and rear views of all structures, including windows, doors, trim columns, railings, façade, etc.

FOR SITE IMPROVEMENTS not requiring a building or zoning permit:

- A plot plan (scale at 1" = 20' or larger) indicating all existing pavement, walls, fencing, permanently installed furniture and any other exterior improvements affecting placement of proposed structures and other criteria covered by the guidelines.

Details with dimensions of proposed structures indicating methods of installation, type and color of materials, and size and placement of all proposed improvements.
Provide a separate plot plan if necessary.

FOR ALL FENCES and other STRUCTURES or ENCLOSURES with footings:

A survey* (scale at no less than 1" = 20') of the entire property indicating the fence layout with dimensions shown to abutting property lines and structures within 10 feet.

- A detailed photograph or product cut sheet and scale drawing of the type fencing to be used.

For additional information, call the Newport News Department of Planning at (757) 926-8761.

TAX PD _____

NUMBER _____

**APPLICATION FOR A
CERTIFICATE OF APPROPRIATENESS
NORTH END / HUNTINGTON HEIGHTS ARCHITECTURAL REVIEW BOARD**

1. ADDRESS OF ACTIVITY _____

2. OWNER _____

OWNER'S ADDRESS _____

OWNER'S PHONE _____

EMAIL _____

3. ACTIVITY Please detail what is to be done as fully as possible. Provide survey plats, scale drawings, elevations, and exterior details and photographs. Include materials, colors & finishes. Refer to the district guidelines for review criteria.

4. WILL USE OF PROPERTY CHANGE? NO ___ YES ___
NEW USE _____

5. CONTRACTOR / CO NAME _____
CONTRACTOR'S ADDRESS _____

CONTRACTOR'S PHONE _____

EMAIL _____

6. PERSON REPRESENTING APPLICATION _____

ADDRESS _____

PHONE _____ EMAIL _____

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 NORTH END / HUNTINGTON HEIGHTS ARCHITECTURAL REVIEW BOARD AT WHICH TIME 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, DURING CONSTRUCTION, AND AFTER THE WORK HAS BEEN COMPLETED.

7. PROPERTY OWNER / AUTHORIZED REP. SIGNATURE (ORIGINAL) _____ DATE _____
