

**PROCESS FOR PERFORMING IMPROVEMENTS TO PROPERTY AND BUILDINGS
NORTH END HUNTINGTON HEIGHTS - ARCHITECTURAL REVIEW BOARD (ARB)**
<https://www.nnva.gov/1004/Architectural-Review-Boards>

STEP 1 - Pre-application Meeting

Meet with Planning Department staff to discuss project. Call [757-926-3383](tel:757-926-3383) to schedule an appointment.

Bring:

- Plot plan of property if proposing an addition, shed, or other structure
- Photos of property and structures
- Illustration and product cut sheets of proposed renovation materials

STEP 2- Submit Application

[Due by 2nd or 3rd Friday \(refer to schedule\)](#)

Include:

- [Application form and all items on checklist](#)

STEP 3a – Application Review by Planning Staff

- Routine maintenance & minor repairs may be exempt from review.
- Administrative approval may be granted by Planning staff for certain items.
- Major modifications require ARB review **(3b)**.

STEP 3b – Application Review by ARB

- ARB review is required for substantial repairs and replacements with alternative materials.
- Attend ARB meeting (first Thursday of the month following submittal deadline).
- Upon approval: Certificate of Appropriateness letter is sent to applicant and put on file with Development Services / Code Enforcement.

STEP 4 – Additional Information

- Pending code enforcement action: code officer will be notified by Planning staff that Cert. of App. has been issued (or denied).
- Submit building permit application and obtain applicable trade permits.
- Obtain final inspection(s).