

## Submittal Requirements for Certificate of Appropriateness

**General Information:** The Loudoun County Historic District Review Board (HDRC) reviews all proposed exterior work and modifications to structures<sup>1</sup> in an effort to maintain the architectural integrity of the County's Historic Districts. The HDRC reviews new construction, additions, rehabilitation, and demolition in the County designated historic districts. Please note that projects out of view of a public right-of-way are not excluded from HDRC review and approval.

Please review the Historic District Guidelines prior to submittal to ensure your design is consistent with the Guidelines as both staff and the HDRC will use the Guidelines to evaluate your application.

Please note that all submitted materials will become a formal, public record retained by the Loudoun County Department of Planning and Zoning.

### The Following are Required for all Certificate of Appropriateness Applications:

	\$60 application fee. Please make checks payable to "County of Loudoun". Checks can be sent via mail to: Department of Planning and Zoning PO BOX 7000 Leesburg, VA 20177
	A Pre- Submittal Meeting with the Department of Planning and Zoning Prior to Submittal. Meetings can be scheduled with staff by contacting <a href="mailto:diana.inthavong@loudoun.gov">diana.inthavong@loudoun.gov</a> or calling 571-258-3974
	Property Plat. Please indicate property boundary, location, dimensions of all existing and proposed structures, and distance from property lines.
	Building Plans/ Specifications and Elevations. All elevations must be shown at a minimum scale of 1/4 inch= 1 foot with all building details and materials labeled properly. Please clearly indicated building height and dimensions.
	Statement of Justification. Please explain the justification for the proposed changes and how it meets the Guidelines.
	Photographs for each existing elevation and the building site.
	List of proposed materials <u>with</u> manufacturer specification sheets. This includes, but is not limited to: wall cladding, roofing, windows, doors, shutters, lighting, fencing and stonework.
	Approval Letter from Easement Holder (if applicable)

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<sup>1</sup> The Revised 1993 Zoning Ordinance defines a structure as, "an assembly of materials forming a construction for occupancy or use including, among others, buildings, stadiums, gospel and circus tents, platforms, stagings, observation towers, telecommunications towers, radio and tv broadcasting towers, water tanks, trestles, piers, open sheds, coal bins, shelters, walls, power line towers, pipelines, and railroad tracks".

	A full window and door schedule (required for new construction and window/door replacement). Please indicate existing window and door conditions.
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If submitting an application for demolition/ relocation, please include the following in addition with the documents mentioned above:

	Compliance with Demolition or Moving Criteria (found in Chapter 10: Guidelines for Demolition and Moving)
	Photos of the Building Proposed for Demolition/Relocation. Please show all elevations and any deteriorated conditions.

The following are not required for submittal but are strongly encouraged:

	3D Architectural Rendering
	Physical Samples of Building Materials