

How to Apply for a Certificate of Appropriateness (CAPP)

The review process allows for maintaining the architectural integrity of the County's Historic Districts. In order to apply for a Certificate of Appropriateness, the following items must be submitted:

Please provide the following:

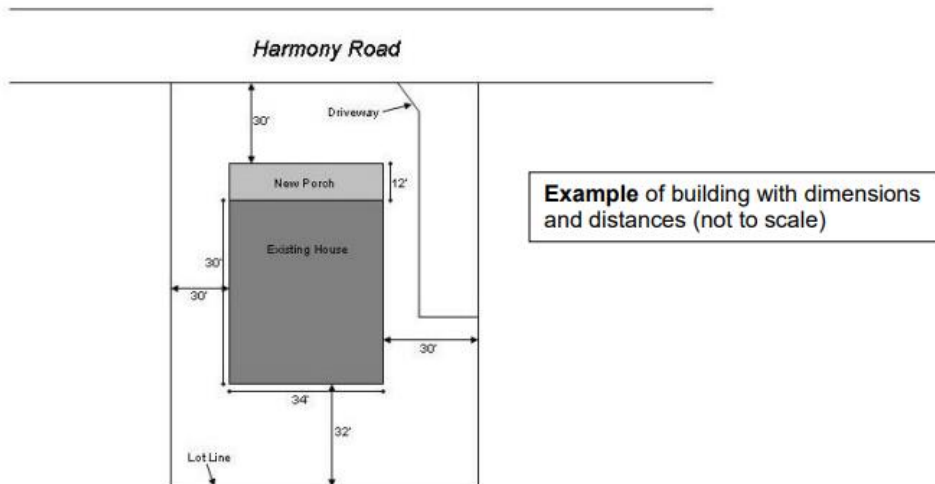
1. \$60.00 application fee. Please make checks payable to "County of Loudoun."
2. Application for a Certificate of Appropriateness. The application can be found online at <https://lfportal.loudoun.gov/Forms/DPZ-Applications>
3. Property plat signed by the applicant and drawn to scale. Please review Plat Detail Requirements on Page 2.
4. Building plans/ specifications and elevations. Please review Building Plan Requirements on Page 3.
The submitted architectural plans are part of the permanent public record of the project. All buildings and structures shall be built in conformity to the approved plans. Modifications will require approval by the HDRC.
5. Statement of Justification providing reasons why the design is appropriate for the Historic District and/ or compatible with the design of the existing historic building/ structure. Please see Page 4 for a sample Statement of Justification.
6. Photographs of each existing elevation (front, rear, and two sides) and its context with the building site. For new structures on undeveloped land please include photographs of the building site shown from the road or entrance.
7. List of primary building elements and materials used in construction. Please include as much information as possible.
(i.e. foundation - concrete with stone veneer)

Plat Detail Requirements

The following information is required to be included on plats reviewed by staff and the HDRC. This information may be hand drawn on the survey plat of the property with proper annotations, though scaled drawings are preferred. Plats can also be downloaded and printed from the Loudoun County Mapping System available online at <http://intra-logis.loudoun.gov/weblogis/>

You may use this as a punch list and include additional information for further clarification if you wish.

- a. Current date
- b. North arrow
- c. Vicinity map
- d. Boundary of the property, unless it is a very large parcel
- e. Name of the current property owner
- f. Location and description of all existing and proposed structures, showing dimensions of the building and the distance between the structure and all the property lines
- g. Indicate any structure(s) or portions of structure(s) proposed for demolition
- h. Location or entrance(s) and driveway(s)
- i. Location, height, type, and dimensions of all proposed and affected fencing, screening, and retaining walls



Building Plan Requirements

The HDRC strongly urges all applicants to read the Historic District Guidelines for the pertinent historic district carefully and completely. Applicants should have their architect, designer, and/or contractor familiarize themselves with these texts, since this document will guide the design and construction for all projects within Historic Districts. The plans should convey information adequately for reviewers to analyze the appropriateness of the work according to the five primary design concepts and specific design recommendations outlined in the Historic District Guidelines for each district.

The following information is required to facilitate review by staff and the HDRC. All elevations (front, rear, and two sides) must be shown at a minimum scale of ¼ inch = 1 foot with all building details and materials properly labeled. Provide manufacture cut sheets for building materials and/or elements when appropriate.

- a. Title block with scale, owner name, date, and orientation (front, rear, right, and left) on all views
- b. Four elevations designated by a key plan depicting the building footprint and view of elevation
- c. Details of architectural elements and materials with dimensions for all views
- d. Types of windows and doors with dimensions and materials
- e. Deck, porch, railing, stair details and materials
- f. Foundation wall material and/or finish (ex: concrete foundation with stone veneer)
- g. Roof pitch and material
- h. Existing and proposed finished grades
- i. For new additions to existing buildings, depict the existing building and proposed new construction to illustrate the relationship of the new construction to the existing.
- j. For new additions to existing buildings, indicate any existing materials or features to be removed or changed on the existing building – no features may be altered or removed without prior HDRC approval

Sample Statement of Justification

I. History of the Existing Dwelling

The property is located on Mount Gilead Road in the Goose Creek Historic District. The existing house, constructed in two sections, contributes to the historic district. The original dwelling constructed circa 1835 is a smaller, one-story stone section. The main block is a symmetrical, two-story brick building of five bays and constructed circa 1875. The house retains its original wood windows and doors. Both sections have a standing seam metal roof.

II. Proposed Exterior Changes

A two-story addition is proposed for the rear of the main block. The addition will extend from the east end of the building, forming an ell shaped building. A one-story porch will be constructed in the ell.

III. Reasons for Proposed Addition

Currently, the house has a very small kitchen located in the stone section and the washer and dryer are in the basement. Also, the house does not have a master bedroom and only one full bathroom in the first story. A new larger kitchen and laundry room will be located on the first floor of the addition and a master bedroom with a second full bathroom will be in the upper story. This addition will also allow for updated, more efficient plumbing to be installed, as well as more efficient wiring, insulation, and building materials in the most utilized part of the house.

IV. Appropriateness of the Proposed Alterations

The proposed addition is located to the rear of the historic dwelling, so it does not detract from its original form and appearance. This location meets the Goose Creek Historic District Guidelines. Additionally, the ell type addition is a common form of building expansion in the past and is respectful of the existing historic house.

The new materials and details draw from the existing house as recommended in the Historic District Guidelines. The porch will be wood and match the basic details of the front porch since it is in the rear. Both the porch and addition roofs will be of standing seam metal to match the existing roof and a roofing material ubiquitous in the historic district. An interior brick chimney is proposed for the rear of the addition and is in keeping with the district, as well as the interior brick chimneys in gable ends of the main block. The foundation will be faced with stone to match the existing house. Windows will be wood and have true divided lites in similar composition and spacing to the brick portion. Window surrounds and location will also match the main block. In fact, windows removed from the main block to make way for the addition will be reused as much as possible.

The addition will be frame and clad with composite wood siding with a 6" reveal. This material visually resembles wood clapboard siding found in the district. The change in material differentiates the new construction from the old as recommended in the Historic District Guidelines. Different material use is also a typical construction technique for additions and examples are found throughout the district.