



CERTIFICATE OF APPROPRIATENESS

Planning & Zoning Division, Community Development
 116 W. Beverley Street, P.O. Box 58, Staunton, VA 24402
 540.332.3862

There are two application processes for work being completed in a historic district: Administrative and Commission Review.

Administrative Review

The administrative review is completed by office staff and has a processing review time of ten (10) business days. The proposed work included in an administrative review is as follows:

- (i) Installation of signage.
- (ii) Screening of mechanical equipment.
- (iii) Removal of vinyl or metal siding on a building to expose the original siding.
- (iv) Removal of gutters to install metal, half round gutters.
- (v) Replacement of roofing material with in-kind material, when the repair exceeds 50 percent of the roof element.

Commission Review

The commission review is completed by the Historic Preservation Commission on the fourth Tuesday of the month. The meetings are held in the Rita S. Wilson Council Chambers at 5:30pm. The applicant **must** be present at the meeting to discuss the project. The deadline to be placed on the agenda for the meeting is the first Tuesday of the month.

Indicate Type of Request: Administrative Review _____ Commission Review _____

JOB ADDRESS: _____ PARCEL ID: _____

Applicant/Property/ Owner Name (PRINT)	Representative Agent(s) Name
Signature	Firm
Mailing Address	Mailing address
City/State/Zip	City/State/Zip
Phone/Fax Number:	Phone/Fax Number:
Email:	Email:

(Check the appropriate boxes—CHECK ALL THAT APPLY)

<input type="checkbox"/>	Exterior Change	<input type="checkbox"/>	Addition	<input type="checkbox"/>	Relocation
<input type="checkbox"/>	Wall/Fence	<input type="checkbox"/>	Deck/Porch	<input type="checkbox"/>	Demolition
<input type="checkbox"/>	Driveway/Parking Area	<input type="checkbox"/>	New Structure/Building	<input type="checkbox"/>	Grounds/Landscaping
<input type="checkbox"/>	Signage	<input type="checkbox"/>	Dumpster Screen	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Roof	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____

FULL DESCRIPTION OF PROPOSAL: _____

REQUIRED INFORMATION TO BE SUBMITTED WITH APPLICATION:

(Each item submitted is to be INITIALED by the applicant. If you are not submitting any of the requested information, please indicate not applicable and explain in the space provided why it is not necessary for this project) Please send your digital plans for the project to permits@fileshare.ci.staunton.va.us

_____ Sketch, drawing and/or elevations showing the proposed changes or improvements

_____ Site plan or plat of property

_____ Photographs showing property, work in question, and the area of the proposed project

_____ Other (please list)

_____ A list of materials that identifies the type and quality of materials to be used in the Proposed project

The above-named person(s)/firm has permission to represent me regarding this request for architectural review. No material changes in the appearance of my property, that is viewable from any public street, shall be performed before receiving a Certificate of Appropriateness. I further understand that approval by the Historic Preservation Commission for any modifications to homes, buildings, landscaping, or grounds including fences, driveways, and parking areas shall expire 12 months from the date of approval.

SIGNATURE

DATE