

Town of Charlotte Court House

350 George Washington Hwy.
P.O. Box 246
Charlotte Court House, VA 23923



Telephone: 434-542-5781
Fax: 434-542-4561
Email: clerk@towncch.com

Fee: \$35.00

Historic District Review Board (HDRB)

**Application for Certificate of Appropriateness
For properties within the Town Historic Districts**

Date of application

Date of HDRB Meeting

In accordance with Article 4-4-17 of the Zoning Ordinance, this application must be completed and all materials, including three (3) copies each of the completed application and additional materials, as requested below, must be submitted to the Town at least 21 days before the regularly scheduled HDRB meeting. If any new materials are submitted at the meeting, then the HDRB may table the application. The HDRB meets the 3rd Monday of the month (unless otherwise noted) at 6:00 pm at the Town Municipal building, 350 George Washington Hwy., Charlotte Court House.

Please print or type all information:

Applicant Name: _____ Phone: _____

Owner (if other than applicant): _____ Phone: _____

Mailing Address: _____ Email: _____

Street City State Zip

Street Address: _____

- Check all that apply:
- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Color / Paint Change | <input type="checkbox"/> Doors |
| <input type="checkbox"/> New Accessory Structure | <input type="checkbox"/> Adding to Existing Building | <input type="checkbox"/> Windows |
| <input type="checkbox"/> New Fence /Wall | <input type="checkbox"/> Sign Addition or Change | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> New Shed | <input type="checkbox"/> Roofing | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Material Change | <input type="checkbox"/> Siding | <input type="checkbox"/> Other |

Project Description: _____

Attach additional sheets if necessary.

I understand that I must be present at the Historic District Review Board meeting on the date listed above to present my proposal and that failure to attend may result in the denial of my proposal by the Board due to insufficient information; _____ (initial) and, I consent to entry upon the subject property by public officers, employees and agents of the Town of Charlotte Court House to view the site for purposes of processing, evaluating or deciding this application; _____ (initial) and, I understand that no material change in the appearance of my property, that is viewable from any public street, shall be performed before receiving a Certificate of Appropriateness. _____ (initial)

Signature

Date

Required information/materials to be submitted with application:

Check either "included" or "N/A" (not applicable). For items marked N/A, please provide an explanation in the space below.

Included N/A

- a) Architectural elevations drawn to scale;
- b) Site plan drawn to scale, showing location and dimensions of major features;
- c) Complete materials list;
- d) Photographs or drawings relating proposed project to surrounding streetscape;
- e) Proposed colors;
- f) Lighting;
- g) Landscaping, when applicable.
- h) For sign permits: Scale drawing of the proposed sign;
 Proposed materials for the sign, support, and lighting method;
 Samples of style and size of lettering; and
 Sketch or photo showing proposed location of sign on building or site
- i) Three (3) sets of application and supporting materials

For Official Use Only

Date application received: _____ By: _____

Meeting Date(s): _____, _____

Certificate of Appropriateness

Approved Disapproved Tabled Withdrawn

Conditions Noted: _____

Signature: _____ Date: _____

Historic District Review Board Chair or Designee