



Certificate of Appropriateness Application Form

801 Crawford Street, Portsmouth, Virginia 23704

www.portsmouthva.gov/planning/

- Notes:**
1. A pre-application conference is not required for a certificate of appropriateness but applicants are strongly encouraged to meet with staff to discuss the proposed project prior to submitting an application.
 2. Depending on the proposed activity, the review and decision on an application may be undertaken by staff or the Historic Preservation Commission (HPC) or the Downtown Design Commission (DDC). See the matrix in Section 4 of this application form to identify the appropriate review body based on the proposed project type.
 3. Any development within a historic or D1 Downtown district is required to have a certificate of appropriateness approval before any other applications can be filed.
 4. Public notification requirements may include the on-site posting of the meeting date, time, and location for public review. A site visit may also be required for consideration of your application. Your signature on the accompanying Master Development Application Form authorizes the places of such notice on your property and allows members of the Historic Preservation Commission, DDC and/or staff to enter the property to view the exterior of any buildings or structure on the site.

1. General Project Information

Project Address:						
Tax Parcel Identification Number:						
Located in?:	<input type="checkbox"/> D1 Downtown	<input type="checkbox"/> Olde Towne	<input type="checkbox"/> Port Norfolk	<input type="checkbox"/> Park View	<input type="checkbox"/> Cradock	<input type="checkbox"/> Truxtun
Were the Historic District Guidelines consulted for this project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know			
If yes, how did you obtain the guidelines?	<input type="checkbox"/> Online	<input type="checkbox"/> Library	<input type="checkbox"/> Planning Department	<input type="checkbox"/> Civic League		
Chapter(s) of Historic District Guidelines consulted:						
<input type="checkbox"/> Site Design	Section(s):					
<input type="checkbox"/> Existing Structures – Elements	Section(s):					
<input type="checkbox"/> Existing Structures – Materials	Section(s):					
<input type="checkbox"/> New Construction and Additions	Section(s):					
<input type="checkbox"/> Demolition and Moving	Section(s):					

2. Written Description of Exterior Work

<input type="checkbox"/> Changes to an Existing Structure/Site	<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition(s)	<input type="checkbox"/> Demolition
A) Describe in your own words, all exterior work, building and site, that can be seen from a public right-of-way. Be sure to indicate all exterior materials and colors. You may use additional sheets and attached manufacturer's information sheets where appropriate.			

Project Address:	
Tax Parcel Identification Number:	
3. Submittal Requirement Checklist (Submittals should include 11 copies of listed items, unless otherwise stated.)	
A. General Information for all COA Applications	
<input type="checkbox"/>	Master Development Application Form
<input type="checkbox"/>	Certificate of Appropriateness Application Form
<input type="checkbox"/>	Application fee as established in the Portsmouth Fee Schedule identified in Appendix D of the Portsmouth Development Procedures Manual
<input type="checkbox"/>	Historic district guidelines chapter and section, where applicable
<input type="checkbox"/>	4" x 6" color photographs of the site showing all public views of site, areas where work will be done, and surrounding properties
<input type="checkbox"/>	A materials sample sheet showing color, type, manufacturer, and item number of new materials being proposed
<input type="checkbox"/>	Any additional information determined to be necessary by the Planning Department
B. Submittal Requirements for Buildings	
<input type="checkbox"/>	Scaled drawings showing physical survey including property, all site conditions, and adjacent structures (elevation drawings only required for building facades subject to modification)
<input type="checkbox"/>	Historic evidence (such as old photos) to justify any restoration of missing elements where applicable
C. Submittal Requirements for Sites	
<input type="checkbox"/>	Scaled drawings showing physical survey including the property, adjacent structures, and proposed alterations (elevations of fences and other structures as requested)
D. Submittal Requirements for Signs	
<input type="checkbox"/>	Site drawing showing sign location
<input type="checkbox"/>	Scaled drawing showing sign face, border, mounting mechanism, color, size of sign and lettering, and materials
<input type="checkbox"/>	All material necessary for issuance of a zoning compliance permit for signage (if new signage or modifications to signage are proposed)
E. Submittal Requirements for New Construction and Additions	
<input type="checkbox"/>	Scaled drawing showing physical survey including property, adjacent structures and location of property boundaries, buildings, site lighting, parking, walkways, mechanical/utility equipment, accessory structures, fencing, and plantings
<input type="checkbox"/>	Elevations of proposed structure and the historic building including texture, relative grade and elevations related to floor level (including drawings of architectural details)
<input type="checkbox"/>	Floor plans of affected exterior walls on the historic building
<input type="checkbox"/>	A description of how the new structure maintains compatibility with the existing structure in cases where new construction is proposed
F. Submittal Requirements for Demolition	
<input type="checkbox"/>	A statement describing the need for demolition (if applicable) and plans for new use of property
<input type="checkbox"/>	Feasibility study/structural study/cost estimate for rehabilitation
<input type="checkbox"/>	Documentation of hardship including photographic evidence where applicable
<input type="checkbox"/>	For demolition projects disturbing more than 2,500 sq ft, a land disturbance permit is also required