TOWN OF STEPHENS CITY, VIRGINIA

APPLICATION FOR HISTORIC PRESERVATION COMMISSION
CERTIFICATE OF APPROPRIATENESS

The applicant shall provide the following information:

Please print or type all information   **Applicant:** _____
(Please use the reverse side to list additional applicants)

Telephone: _____   **Street Address:** _____

E-Mail: _____   **City:** _____ **St.:** _____ **Zip:** _____

Owner's Name: _____

Telephone: _____   **Street Address:** _____

E-Mail: _____   **City:** _____ **St.:** _____ **Zip:** _____

Applicant's Representative: _____

Telephone: _____   **Street Address:** _____

E-Mail: _____   **City:** _____ **St.:** _____ **Zip:** _____

TYPE OF REQUEST – Please mark type of request and complete information

_____ **New construction**	_____ **Addition**	_____ **Exterior Change**
_____ Fence	_____ Wall	_____ Paint
_____ Demolition	_____ Signs (specify)	_____ Siding
_____ Other (specify)	_____ Freestanding	_____ Roofing
_____	_____ Wall	_____ Windows/Doors
	_____ Projecting	_____ Other (specify)
	_____ Other	_____

SPECIAL USE
Hearing Date: _____

Certificate of Appropriateness is: _____ Approved _____ Disapproved _____ Tabled _____ Withdrawn

Comments/Conditions:

_____

_____

_____

_____

_____   _____
Secretary, Historic Preservation Commission   Date

This certificate is valid for a period of one year should construction or demolition not commence at that time.

REQUIRED MATERIALS FOR RE-ROOFING

- Description or photograph of existing roof
- Description of materials, style and color of proposed roof

REQUIRED MATERIALS FOR DEMOLITIONS

- Photograph of structure to be demolished and also of adjoining properties.
- Reason for demolition.

Note: Copies of Guidelines for the Stephens City Historic District as adopted by the Historic Preservation Commission are available at the Stephens City Town Office at cost.

GENERAL INSTRUCTIONS

- The Historic Preservation Commission meets at 7:30 pm on the third Tuesday of each month in the Town Council Chambers.
- The application and all materials must be submitted at one time by 4:00 pm on the Tuesday prior to the meeting in order to be placed on the agenda.
- Any project for which a Certificate of Appropriateness is approved must also comply with all other ordinances and building codes.
- Provide a current photograph of the structure or area to be altered.
- Always have a representative at the meeting to answer any questions the Historic Preservation Commission may have.

REQUIRED MATERIALS FOR SIGN APPLICATIONS

- A scale drawing showing lettering, style, colors, materials used and type of illumination.
- Sketch, photography and clear description of where sign will be located.
- For freestanding signs, a scaled site showing sign placement.

REQUIRED MATERIALS FOR PAINT COLOR CHANGE APPLICATIONS

- Samples of paint colors.

Note: Give careful consideration to appropriateness of colors to age and style of structure.

REQUIRED MATERIALS FOR NEW CONSTRUCTION, ADDITIONS, REMODELING OR RENOVATIONS, WALLS AND FENCES

- Sketches and architectural elevations of additions and new construction.
- Samples, descriptive brochures and details of materials.
- Scale site plan for new construction, additions, walls, and fences.

Note: Additions to existing structures should be in keeping with the existing architecture.