



**Board of Architectural Review (BAR)
Conservation District - Certificate of Appropriateness**

Please Return To: City of Charlottesville
Department of Neighborhood Development Services
P.O. Box 911, City Hall
Charlottesville, Virginia 22902
Telephone (434) 970-3130

Please submit ten (10) hard copies and one (1) digital copy of application form and all attachments.

Please include application fee as follows: New construction project \$375; Demolition of a contributing structure \$375; Appeal of BAR decision regarding new construction or demolition \$125. Make checks payable to the City of Charlottesville.

No fee required for: Additions and other projects requiring BAR approval and not listed above; Administrative approvals; Appeals of BAR decisions if the original application was not subject to an application fee.

The BAR meets the third Tuesday of the month.

Deadline for submittals is Tuesday 3 weeks prior to next BAR meeting by 3:30 p.m.

Project Name/Description _____ Parcel Number _____
Project Address/Location _____
Owner Name _____ Applicant Name _____

Applicant Information

Address: _____

Email: _____

Phone: (W) _____ (H) _____

Property Owner Information (if not applicant)

Address: _____

Email: _____

Phone: (W) _____ (H) _____

Signature of Applicant

I hereby attest that the information I have provided is, to the best of my knowledge, correct.

Signature _____ Date _____

Print Name _____ Date _____

Property Owner Permission (if not applicant)

I have read this application and hereby give my consent to its submission.

Signature _____ Date _____

Print Name _____ Date _____

Description of Proposed Work (attach separate narrative if necessary): _____

List All Attachments (see reverse side for submittal requirements):

For Office Use Only

Received by: _____ Approved/Disapproved by: _____
Date: _____
Fee paid: _____ Cash/Ck. # _____ Conditions of approval: _____
Date Received: _____
Revised April 2017

CONSERVATION DISTRICT ORDINANCE: You can review the *Historic Conservation Overlay Districts* regulations in the City of Charlottesville Zoning Ordinance starting with Section 34-335 online at www.charlottesville.org or at Municode.com for the City of Charlottesville.

DESIGN GUIDELINES: Please refer to the current *Historic Conservation Districts Design Guidelines* online at www.charlottesville.org.

SUBMITTAL REQUIREMENTS: Per Sec 34-345, the applicant shall submit sufficient information to make a determination whether further review and a certificate of appropriateness is required. If the director determines that review and approval by the BAR is required, then the applicant shall submit a complete application that includes the following information:

- (1) A written description of proposed exterior changes;
- (2) A general sketch plan of the property including: the location of existing structures; property and setback lines; and any proposed new construction, additions or deletions, parking areas, and fences;
- (3) The total gross floor area of the existing building and of any proposed additions;
- (4) Elevation drawings depicting existing conditions and proposed exterior changes;
- (5) Photographs of the subject property in context of the buildings on contiguous properties;
- (6) In the case of a demolition request where structural integrity is at issue, the applicant shall provide a structural evaluation and cost estimates for rehabilitation, prepared by a professional engineer. The director may waive the requirement for a structural evaluation and cost estimates in the case of an emergency, or if the building is the primary residence of the applicant.