



Entrance Corridor Review Application (EC) 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 one (1) hard copy and one (1) digital copy of application form and all attachments.
Please include application fee as follows: New construction project \$375; Additions and other projects requiring ERB approval \$125; Administrative approval \$100.
Make checks payable to the City of Charlottesville.

The Entrance Corridor Review Board (ERB) meets the second Tuesday of the month.
Deadline for submittals is Tuesday 3 weeks prior to next ERB meeting by 3:30 p.m.

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

Applicant Information

Address: _____

Email: _____
Phone: (W) _____ (C) _____

Property Owner (if not applicant)

Address: _____

Email: _____
Phone: (W) _____ (C) _____

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): _____

Attachments (see reverse side for submittal requirements): _____

For Office Use Only

Received by: _____
Fee paid: _____ Cash/Ck. # _____
Date Received: _____

Approved/Disapproved by: _____
Date: _____
Conditions of approval: _____

ENTRANCE CORRIDOR ORDINANCE: You can review the *Entrance Corridor Overlay Districts* regulations in the City of Charlottesville Zoning Ordinance starting with Section 34-306 online at www.charlottesville.org or at www.municode.com for the City of Charlottesville.

DESIGN GUIDELINES: Please refer to the current *Entrance Corridor Design Guidelines* online at www.charlottesville.org.

SUBMITTAL REQUIREMENTS: The following information and exhibits shall be submitted along with each application for Certificate of Appropriateness, per *Sec. 34-310-312* in the City of Charlottesville Zoning Ordinance:

- (1) Overall architectural design, form, and style of the subject building or structure, including, but not limited to: the height, mass and scale;
- (2) Exterior architectural details and features of the subject building or structure;
- (3) Texture, materials and color of materials proposed for use on the subject building or structure;
- (4) Design and arrangement of buildings and structures on the subject site;
- (5) The extent to which the features and characteristics described within paragraphs (1)-(4), above, are architecturally compatible (or incompatible) with similar features and characteristics of other buildings and structures having frontage on the same EC street(s) as the subject property.
- (6) Provisions of the Entrance Corridor Design Guidelines.
- (7) A complete application shall include all plans, maps, studies, reports, photographs, drawings, and other informational materials which may be reasonably required in order make the determinations called for in an particular case.
- (8) Building elevations shall be provided, unless waived by the director.
- (9) Each application shall include a landscaping plan as outlined in the ordinance
- (10) Each application shall include information about proposed lighting as outlined in the provisions of Article IX, Division 3, Sec. 34-100, et seq.