

**APPLICATION FOR BAR ADMINISTRATIVE APPROVAL**

Administrative approval of projects by Board of Architectural Review (BAR) staff must meet the requirements of the *BAR Policies for Administrative Approval* found on our [website](#). Please review these policies to determine if your project may be administratively approved. Upon reviewing an application for administrative approval, staff may determine that the project cannot be administratively approved, and the applicant must submit a full application to go before the BAR at a public hearing.

**PROJECT ADDRESS:** \_\_\_\_\_

**APPLICANT:**  Property Owner  Business *(Please provide business name & contact person)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**AUTHORIZED AGENT** *(if applicable):*  Attorney  Architect  \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**LEGAL PROPERTY OWNER** *(if different from above):*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**DESCRIPTION OF PROPOSED WORK:** *Please describe the proposed work in detail (Additional pages may be attached).*

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**SUBMITTAL REQUIREMENTS:**

All applications must be submitted via the City's [APEX permitting system](#). Instructions can be found on our website.

You must upload **this completed form** and the following attachments to APEX as a **PDF** file:

- Photographs of the existing conditions
- Specifications for the proposed replacement/repair
- Scaled survey plat (if applicable)

Staff may request additional information as necessary to evaluate the application.

**ADDITIONAL REQUIREMENTS:**

- If there is a homeowner's association for this property, you must attach a copy of the letter approving the project.
- If there is an historic preservation easement on this property, the easement holder must approve the proposed alterations.

**BUILDING PERMITS:**

Planning & Zoning does not issue building permits. After receiving BAR approval, the applicant or authorized agent must acquire any required permits through Code Administration (703)-746-4200. If required, the permit will be routed to Planning & Zoning for review.

**APPLICATION FEES:**

After reviewing the proposed alterations, staff will invoice the appropriate fee online through APEX. Administrative approval application fees are \$110 for alterations to residential structures and \$185 for alterations to commercial structures. The application will not be approved until the fee is paid.

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The undersigned hereby attests that all the information herein provided including site plans, building elevations, prospective drawings of the project, and written descriptive information are true, correct and accurate. The undersigned further understands that, should such information be found incorrect, any action taken by BAR staff based on such information may be invalidated. The undersigned also hereby authorizes the City staff to inspect this site as necessary in the course of research and evaluating the application. The applicant, if other than the property owner, also attests that he/she has obtained permission from the property owner to make this application.

**APPLICANT OR AUTHORIZED AGENT:**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_