APPLICATION
BOARD OF ARCHITECTURAL REVIEW

_____ **Filing Fees Paid**

_____ **Date of Submission**

_____ **Board of Architectural Review Hearing Date**

Applicants must send written notice of public hearings by regular mail to all abutting property owners at least 10 days prior to the Board of Architectural Review hearing, and not more than 30 days prior to the hearing.

Send notices by first-class U.S. mail between the dates of

_____ and _____

INSTRUCTIONS

1. **FILING INSTRUCTIONS:** Applications for the Board of Architectural Review (BAR) Old and Historic Alexandria District, Parker-Gray District, and those protected buildings and structures on the 100-Year Old Buildings List must be in and complete a minimum of 30 days prior to the hearing date. A schedule of hearing dates and corresponding submission deadline dates is maintained in the Department of Planning and Zoning and may be obtained online at www.alexandriava.gov/preservation or by calling (703) 746-3833. All applications and fees are due no later than 5:00 pm on the day of the application filing deadline. The City recommends that applicants consult City Staff as early as possible in the conception and formulation of plans. For new buildings and additions, applicants should meet with Staff a minimum of 30 days prior to any formal submission to discuss and review proposed plans.

2. **APPLICATION FORMS:** Complete the form titled "Application, Board of Architectural Review." Please use black ink or type. Sign the form and include a daytime phone number and email address.

3. **APPLICATION SUPPORTING MATERIALS:** Three (3) copies of supporting materials are to be submitted with each application. Consult the Submittal Requirements beginning on page 7 of this application as well as the Application Requirements section of the appropriate chapter in the Design Guidelines to determine required materials. Plans, drawings, photos, or other materials should not exceed 11" x 17" without prior approval by staff and are to be collated into 3 complete sets. Drawings must be reproduced at a standard graphic scale. In addition, applicants must submit one copy of all images, photographs and drawings in digital format. Additional copies and material samples may be requested by staff for large scale or complex development projects. Applications without the required supporting materials will be deemed incomplete and will not be scheduled for hearing by the BAR.

4. **FILING FEE:** Applicants must submit the appropriate filing fees with each application. Checks must be made payable to the City of Alexandria. A copy of the fee schedule is available online at www.alexandriava.gov/preservation or in the Department of Planning & Zoning.

5. **PROPERTY OWNER NOTIFICATION:** Applicants must send written notice by first-class U.S. mail to all abutting property owners at least 10 days prior to the Board of Architectural Review public hearing (not counting the date of the hearing), and not more than 30 days prior to the hearing. Applicants must use the notice forms supplied with the application form and complete all information blocks in order for the notice to be considered valid. (See attached detailed instructions on "Notice Requirements" for additional information on page 4.)

6. **PROPERTY POSTING**: The subject property will be posted by City staff with a placard identifying the upcoming BAR hearing. The placard will identify the location of the case, as well as the request being made to the Board. The placard will be posted approximately 10 days before the public hearing.

7. **CONSENT TO SITE VISIT**: By applying to the Board, an applicant consents to allow City staff and Board members to visit the subject property for purposes of inspection in the course of the review and consideration of the proposal.

8. **REVIEW BY OTHER AGENCIES:** It is the policy of the Boards not to review applications which do not meet other applicable city regulations. This policy ensures that the project approved by the Board can, in fact, be undertaken. In cases where there is an historic preservation easement on the property or the property is under a homeowner's association, a copy of the letter approving the project must accompany the application at the time of submission. Applications without approval letters will not be accepted and will be deferred until the letter is received and the application is complete.

9. **DEFERRED APPLICATIONS:** An application may be deferred for public hearing by staff for one or more of the following reasons: incomplete application (including lack of supporting materials and

improper written notice), non-compliance with zoning requirements, or failure to meet the submission deadline. Once an application has been deferred, staff will inform the applicant of what is required to resolve outstanding issues. Deferred applications will not be processed and cannot be docketed for public hearing until all outstanding issues are resolved.

The Board may also defer an application for restudy *during* a public hearing for a variety of reasons including, but not limited to: submission of additional information/materials; revision of the project scope of work; or, to address other concerns. When revised information is received by BAR staff the application will be redocketed for a BAR hearing. The applicant should consult with staff to determine whether abutting property owners should be notified of the new hearing date.

BOARD OF ARCHITECTURAL REVIEW PROCESS

STAFF REPORTS: Staff reports outlining staff's recommendation to the Board are available approximately five days prior to the hearing date. Applicants are encouraged to access the city's website at www.alexandriava.gov/preservation for a copy of the report. Hard copies of the reports are available at the Department of Planning & Zoning on the Monday prior to the hearing date.

MEETING ATTENDANCE: The applicant or an authorized representative must be present at the public hearing to represent the application and respond to Board questions.

AFTER THE HEARING: Certificates of Appropriateness and Permits to Move, Remove, Capsulate or Demolish approved by the BAR are mailed to the applicant after the hearing. Most projects require building permits before construction can begin. Contact the Code Enforcement Bureau at (703) 746-4200 to determine if a building permit is needed.

EXPIRATION DATE OF BOARD OF ARCHITECTURAL REVIEW APPROVALS: Any approval granted by the Board of Architectural Review is valid for a period of one year from the date the Board approves the project. If construction has not been commenced and substantially undertaken within one year of the date of the approval, the approval becomes null and void. However, any period of time during which the project was on appeal to the City Council or Circuit Court is excluded from the 12 month period.

APPEAL OF THE BOARD OF ARCHITECTURAL REVIEW DECISION: Any final decision of the BAR can be appealed to City Council. Appeals can be made by 1) the applicant or 2) citizens through a petition signed by at least 25 property owners within the relevant District. Appeals must be filed with the City Clerk (Room 2300, City Hall) within 14 days of the BAR's decision. There is a $200 filing fee for the appeal process.

RECONSIDERATION OF AN APPLICATION: If an application for a Certificate of Appropriateness or Permit to Demolish is denied, the Board of Architectural Review shall not consider an application for the same proposal within one year unless the new application differs in a substantial way.

FOR ASSISTANCE WITH ANY OF THESE PROCEDURES
CONTACT BAR STAFF AT (703) 746-3833.

NOTICE REQUIREMENTS

The law requires legal advertisements for each application heard by the Board of Architectural Review so that people interested in, or affected by, the proposed application are made aware of the hearing and have an opportunity to express their views.

If incorrect notice is given, the request <u>cannot</u> be heard and must be deferred until proper notice is made.

Three types of notice are required:

1. Written notice **completed by the applicant**.
2. Legal notice published by the City in the newspaper prior to the hearing.
3. Placard posting on the subject property by the City prior to the hearing.

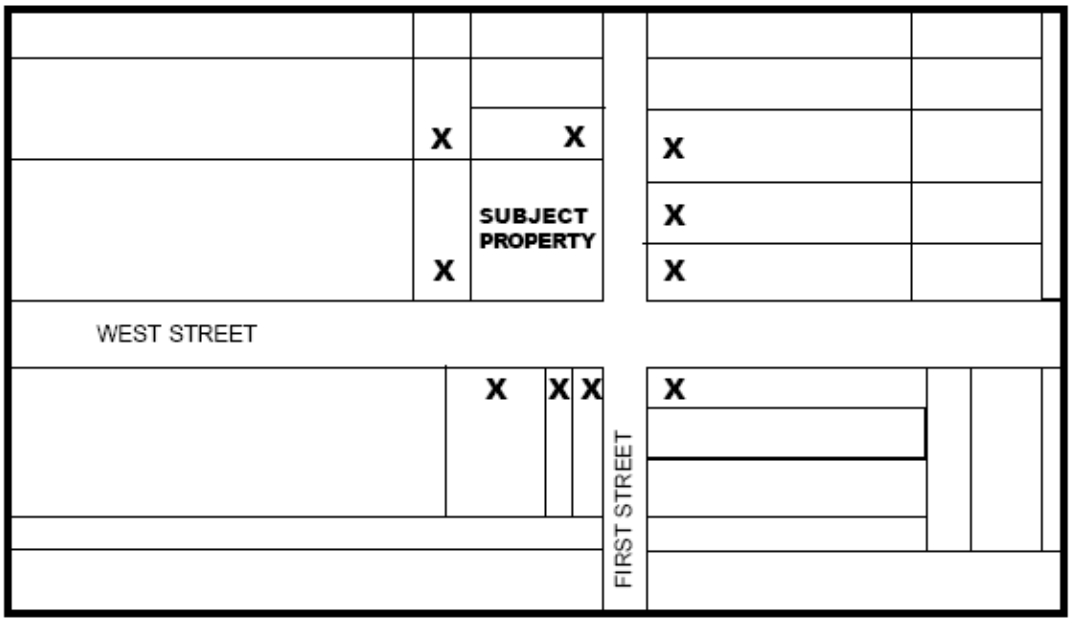
FREQUENTLY ASKED QUESTIONS

1. **What is written notice?** Written notice is a letter sent by the applicant to the owners of those properties that abut the subject property. The notice describes the application before the BAR and gives the date when the public hearing on the application will take place.

2. **What form should I use for the written notice?** Use the attached form, **Notice of Public Hearing**, to identify surrounding property owners of the proposal before the Board. In the *Issue Description* section of the notice form, describe in detail the project for which you are seeking approval. Prior to mailing, date and sign the form, and provide your telephone number and email address (if feasible) so that recipients of the notice may contact you with questions or concerns.

3. **To whom must I send written notice?** Written notice must be sent to the owner of the subject property if the applicant is not the property owner and to the owner(s) of each abutting property. An abutting property is one that touches the property in question as well as any property that directly faces (and, in the case of a corner lot, diagonally faces) the property in question. Below is a sample sketch showing a hypothetical subject property and the property owners required by law to be notified. This is a sample only and is not to be used as a final authority when sending notice. If in doubt, it is advisable to provide notice to additional properties.

X = Property owners to be notified



4. **How do I determine the abutting properties?** Consult the tax maps in the Department of Planning and Zoning to determine the correct map, block and lot numbers of the abutting properties. Use that information to fill out the attached **Property Owners List** form.

5. **How do I find the name and address of the owners of those properties?** Visit our City website at www.alexandriava.gov and follow the link for Real Estate and perform a Real Estate Assessments Search for each property. You may also contact the Office of Real Estate Assessments on the second floor of City Hall, 301 King Street, Room 2600. For each search, look up the name and mailing address of the property owner for each parcel you have listed on the Property Owners List. Fill in that information on the same form under the *Adjoining Property Owner's Name and Mailing Address* and *Tax Assessment Map Number* sections.

6. **What do I do in the case of a condominium property?** Legal notice to an abutting property that is in condominium ownership may be provided in only one of two ways:

- By sending notice to each and every condominium unit owner; or,
- By sending notice to the president of the condominium association.

In order to find the name and mailing address of the unit owners, use the records of the Office of Real Estate Assessments, as you would for any other owner of property. These records will provide the official name and address of each property owner. You may consult the City's Department of Citizen Assistance for the name and address of the association president, but you should also call the condominium association to confirm the information.

7. **How must the notice be mailed?** A copy of the **Notice of Public Hearing** form must be mailed to each property owner listed on the **Property Owners List** (plus the owner of the property, if the applicant is not the owner). The notices must be sent by first-class U.S. mail. Hand-delivered notices are not sufficient.

8. **When must the notice be sent?** The notices must be sent at least 10 days but not more than 30 days prior to the public hearing. Consult the BAR schedule for notification deadline dates.

9. **What documents must be submitted to show that I sent notice correctly?** After you have sent the notice letters, the following documents must be submitted to the Department of Planning and Zoning:

- The attached **Certification of Notice** form. This form tells the City that you have sent the appropriate form to the correct list of owners and that you have sent it at the right time. You must sign this form.
- A copy of the **Notice of Public Hearing** form that you sent to the property owners.
- A copy of the **Property Owners List**, filled in with the names and mailing addresses of the abutting properties to whom you have sent notice.

10. **When must the above documents be submitted?** The above documents must be submitted to the Department of Planning and Zoning at least five days prior to the hearing date.

11. **If my case is deferred do I need to send notice again?** It is likely that you will have to notify abutting property owners of the new hearing date, which will be determined after BAR receives revised information.

If you fail to send correct legal notice as described above, the application will not be heard as scheduled and will be deferred to the next scheduled hearing date or until proper notice is sent. If you have any questions about the notice process, contact BAR staff at (703) 746-3833 for assistance.

BAR Case # _____

ADDRESS OF PROJECT: _____

TAX MAP AND PARCEL: _____**ZONING:** _____

APPLICATION FOR: *(Please check all that apply)*

☐ CERTIFICATE OF APPROPRIATENESS

☐ PERMIT TO MOVE, REMOVE, ENCAPSULATE OR DEMOLISH
(Required if more than 25 square feet of a structure is to be demolished/impacted)

☐ WAIVER OF VISION CLEARANCE REQUIREMENT and/or YARD REQUIREMENTS IN A VISION CLEARANCE AREA (Section 7-802, Alexandria 1992 Zoning Ordinance)

☐ WAIVER OF ROOFTOP HVAC SCREENING REQUIREMENT
(Section 6-403(B)(3), Alexandria 1992 Zoning Ordinance)

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:

Name: _____

Address:_____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

☐ **Yes** ☐ **No** Is there an historic preservation easement on this property?
☐ **Yes** ☐ **No** If yes, has the easement holder agreed to the proposed alterations?
☐ **Yes** ☐ **No** Is there a homeowner's association for this property?
☐ **Yes** ☐ **No** If yes, has the homeowner's association approved the proposed alterations?

If you answered yes to any of the above, please attach a copy of the letter approving the project.

BAR Case # _____

NATURE OF PROPOSED WORK: *Please check all that apply*

☐ NEW CONSTRUCTION
☐ EXTERIOR ALTERATION: *Please check all that apply.*
☐ awning ☐ fence, gate or garden wall ☐ HVAC equipment ☐ shutters
☐ doors ☐ windows ☐ siding ☐ shed
☐ lighting ☐ pergola/trellis ☐ painting unpainted masonry
☐ other _____
☐ ADDITION
☐ DEMOLITION/ENCAPSULATION
☐ SIGNAGE

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

SUBMITTAL REQUIREMENTS:

Items listed below comprise the **minimum supporting materials** for BAR applications. Staff may request additional information during application review. Please refer to the relevant section of the *Design Guidelines* for further information on appropriate treatments.

Applicants must use the checklist below to ensure the application is complete. Include all information and material that are necessary to thoroughly describe the project. Incomplete applications will delay the docketing of the application for review. Pre-application meetings are required for all proposed additions. All applicants are encouraged to meet with staff prior to submission of a completed application.

Electronic copies of submission materials should be submitted whenever possible.

Demolition/Encapsulation : *All applicants requesting 25 square feet or more of demolition/encapsulation must complete this section. Check N/A if an item in this section does not apply to your project.*

N/A
☐ ☐ Survey plat showing the extent of the proposed demolition/encapsulation.
☐ ☐ Existing elevation drawings clearly showing all elements proposed for demolition/encapsulation.
☐ ☐ Clear and labeled photographs of all elevations of the building if the entire structure is proposed to be demolished.
☐ ☐ Description of the reason for demolition/encapsulation.
☐ ☐ Description of the alternatives to demolition/encapsulation and why such alternatives are not considered feasible.

BAR Case # _____

Additions & New Construction: *Drawings must be to scale and should not exceed 11" x 17" unless approved by staff. All plans must be folded and collated into 3 complete 8 1/2" x 11" sets. Additional copies may be requested by staff for large-scale development projects or projects fronting Washington Street. Check N/A if an item in this section does not apply to your project.*

	N/A	
☐	☐	Scaled survey plat showing dimensions of lot and location of existing building and other structures on the lot, location of proposed structure or addition, dimensions of existing structure(s), proposed addition or new construction, and all exterior, ground and roof mounted equipment.
☐	☐	FAR & Open Space calculation form.
☐	☐	Clear and labeled photographs of the site, surrounding properties and existing structures, if applicable.
☐	☐	Existing elevations must be scaled and include dimensions.
☐	☐	Proposed elevations must be scaled and include dimensions. Include the relationship to adjacent structures in plan and elevations.
☐	☐	Materials and colors to be used must be specified and delineated on the drawings. Actual samples may be provided or required.
☐	☐	Manufacturer's specifications for materials to include, but not limited to: roofing, siding, windows, doors, lighting, fencing, HVAC equipment and walls.
☐	☐	For development site plan projects, a model showing mass relationships to adjacent properties and structures.

Signs & Awnings: *One sign per building under one square foot does not require BAR approval unless illuminated. All other signs including window signs require BAR approval. Check N/A if an item in this section does not apply to your project.*

	N/A	
☐	☐	Linear feet of building: Front: _____ Secondary front (if corner lot): _____.
☐	☐	Square feet of existing signs to remain: _____.
☐	☐	Photograph of building showing existing conditions.
☐	☐	Dimensioned drawings of proposed sign identifying materials, color, lettering style and text.
☐	☐	Location of sign (show exact location on building including the height above sidewalk).
☐	☐	Means of attachment (drawing or manufacturer's cut sheet of bracket if applicable).
☐	☐	Description of lighting (if applicable). Include manufacturer's cut sheet for any new lighting fixtures and information detailing how it will be attached to the building's facade.

Alterations: *Check N/A if an item in this section does not apply to your project.*

	N/A	
☐	☐	Clear and labeled photographs of the site, especially the area being impacted by the alterations, all sides of the building and any pertinent details.
☐	☐	Manufacturer's specifications for materials to include, but not limited to: roofing, siding, windows, doors, lighting, fencing, HVAC equipment and walls.
☐	☐	Drawings accurately representing the changes to the proposed structure, including materials and overall dimensions. Drawings must be to scale.
☐	☐	An official survey plat showing the proposed locations of HVAC units, fences, and sheds.
☐	☐	Historic elevations or photographs should accompany any request to return a structure to an earlier appearance.

BAR Case # _____

ALL APPLICATIONS: *Please read and check that you have read and understand the following items:*

☐ I have submitted a filing fee with this application. (Checks should be made payable to the City of Alexandria. Please contact staff for assistance in determining the appropriate fee.)

☐ I understand the notice requirements and will return a copy of the three respective notice forms to BAR staff at least five days prior to the hearing. If I am unsure to whom I should send notice I will contact Planning and Zoning staff for assistance in identifying adjacent parcels.

☐ I, the applicant, or an authorized representative will be present at the public hearing.

☐ I understand that any revisions to this initial application submission (including applications deferred for restudy) must be accompanied by the BAR Supplemental form and 3 sets of revised materials.

The undersigned hereby attests that all of the information herein provided including the site plan, 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 the Board based on such information may be invalidated. The undersigned also hereby grants the City of Alexandria permission to post placard notice as required by Article XI, Division A, Section 11-301(B) of the 1992 Alexandria City Zoning Ordinance, on the property which is the subject of this application. The undersigned also hereby authorizes the City staff and members of the BAR 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: _____

OWNERSHIP AND DISCLOSURE STATEMENT
Use additional sheets if necessary

1. Applicant. State the name, address and percent of ownership of any person or entity owning an interest in the applicant, unless the entity is a corporation or partnership, in which case identify each owner of more than three percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1.		
2.		
3.		

2. Property. State the name, address and percent of ownership of any person or entity owning an interest in the property located at _____(address), unless the entity is a corporation or partnership, in which case identify each owner of more than three percent. The term ownership interest shall include any legal or equitable interest held at the time of the application in the real property which is the subject of the application.

Name	Address	Percent of Ownership
1.		
2.		
3.		

3. Business or Financial Relationships. Each person or entity listed above (1 and 2), with an ownership interest in the applicant or in the subject property is required to disclose **any** business or financial relationship, as defined by Section 11-350 of the Zoning Ordinance, existing at the time of this application, or within the12-month period prior to the submission of this application with any member of the Alexandria City Council, Planning Commission, Board of Zoning Appeals or either Boards of Architectural Review.

Name of person or entity	Relationship as defined by Section 11-350 of the Zoning Ordinance	Member of the Approving Body (i.e. City Council, Planning Commission, etc.)
1.		
2.		
3.		

NOTE: Business or financial relationships of the type described in Sec. 11-350 that arise after the filing of this application and before each public hearing must be disclosed prior to the public hearings.

As the applicant or the applicant's authorized agent, I hereby attest to the best of my ability that the information provided above is true and correct.

_____ _____ _____
Date Printed Name Signature

CERTIFICATION OF NOTICE
BOARD OF ARCHITECTURAL REVIEW

TO: DIRECTOR OF PLANNING & ZONING
CITY OF ALEXANDRIA, VIRGINIA

Article XI, Section 11-301(A)(3), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia states:

At least five days prior to the hearing, the applicant shall supply the director of Planning & Zoning with:

a) a copy of the NOTICE OF PUBLIC HEARING sent;
b) a copy of the PROPERTY OWNERS LIST; and,
c) this completed CERTIFICATION OF NOTICE.

The applicant shall use the records and maps maintained by the Department of Real Estate Assessement to determine the proper recipients of notice and reliance upon such records shall constitute compliance with the requirements of this section. §11-301(A)(3).

THE UNDERSIGNED HEREBY CERTIFIES that the notice to adjoining property owners (copy attached), as required pursuant to Article XI, §11-301(A) of the 1992 Zoning Ordinance of the City of Alexandria, Virginia, was **sent** to the attached list of property owners concerning the following issue:

DATE MAILED: _____

HEARING DATE: _____

PROPERTY ADDRESS: _____

ISSUE DESCRIPTION: _____

_____

_____

_____

_____

_____	_____
Print Name	Signature
_____	_____
Telephone	Date
_____	
E-mail address	

NOTE: Applicant to return this copy at least 5 days prior to the hearing to: Department of Planning and Zoning, 301 King Street, Room 2100.

NOTICE OF PUBLIC HEARING
BOARD OF ARCHITECTURAL REVIEW

Dear Property Owner:

You are hereby notified of the following public hearing to be held on the issue described below by the Board of Architectural Review (**check one**):

☐ Old and Historic Alexandria District
☐ 100 Year Old Building (Heard before the Old and Historic Alexandria District)
☐ Parker-Gray Historic District

BOARD OF ARCHITECTURAL REVIEW MEETING DATE: _____
7:30 P.M., City Hall
301 King Street
City Council Chambers, 2nd Floor
Alexandria, Virginia 22314

ISSUE DESCRIPTION: _____

_____

_____

_____

PROPERTY ADDRESS: _____

TAX ASSESSMENT MAP NUMBER:_____

As a citizen and party of interest, you are invited to attend these meetings and express your views concerning the above issue. If you have any questions regarding the request, you can reach me at _____ and _____ (e-mail optional).

Sincerely,

_____ _____
Applicant Signature Applicant Printed Name

*Date Mailed: _____

***Applicant to mail this notice to adjoining and abutting property owners <u>at least ten but no more than thirty days prior to the hearing.</u>**

NOTE: Applicant to return this copy at least five days prior to the hearing to: Department of Planning and Zoning, 301 King Street, Room 2100.

PROPERTY OWNER LIST
BOARD OF ARCHITECTURAL REVIEW

_____ _____ - _____ - _____

SUBJECT ADDRESS **TAX ASSESSMENT MAP NUMBER**

Adjoining property owner names and addresses can be obtained by visiting the City website at www.alexandriava.gov and following the link to Real Estate Assessments, or by visiting the Office of Real Estate Assessments at City Hall, 301 King Street, Room 2600.

ADJOINING PROPERTY OWNER NAME & MAILING ADDRESS		TAX ASSESSMENT MAP NUMBER
Property Address		_____-_____-_____
Owner Name		
Mailing Address		
City, State, Zip		

Property Address		_____-_____-_____
Owner Name		
Mailing Address		
City, State, Zip		

Property Address		_____-_____-_____
Owner Name		
Mailing Address		
City, State, Zip		

Property Address		_____-_____-_____
Owner Name		
Mailing Address		
City, State, Zip		

Property Address		_____-_____-_____
Owner Name		
Mailing Address		
City, State, Zip		

Property Address		_____-_____-_____
Owner Name		
Mailing Address		
City, State, Zip		

Property Address		_____-_____-_____
Owner Name		
Mailing Address		
City, State, Zip		

Property Address		_____-_____-_____
Owner Name		
Mailing Address		
City, State, Zip		

Property Address		_____-_____-_____
Owner Name		
Mailing Address		
City, State, Zip		

NOTE: Applicant to return this copy at least 5 days prior to the hearing to: Department of Planning and Zoning, 301 King Street, Room 2100.