

Once logged into APEX:

Step 1: Click **Apply**, then select **All** under **Plans** on the right side.

The screenshot shows the APEX dashboard navigation bar with the following items: Dashboard, Apply (highlighted with a red box), View, Map, and Fee Estimate. Below the navigation bar, there are two main sections: PERMITS and PLANS. The PLANS section is highlighted with a red box and contains a list of categories: Zoning Administrative Approval - Antennas and Telecom, Zoning Administrative Approval - Non-Complying Structure Replacement, Zoning Administrative Approval - Sheds or Fence Approvals, Zoning Administrative Approval - AC Waivers, Zoning Administrative Approval - Signs (not requiring a permit from Code), and All (51) (highlighted with a red box).

All BAR applications are included in the “Plans” category.

Step 2: To create a Plan, find the appropriate plan and select **Apply**.

The screenshot shows three application categories, each with a blue 'Apply' button (highlighted with a red box):

- Board of Architectural Review - Administrative**
Category Name: Board of Architectural Review
Description: Board of Architectural Review - Administrative
- Board of Architectural Review - Certificate of Appropriateness**
Category Name: Board of Architectural Review
Description: Board of Architectural Review - Certificate of Appropriateness
- Board of Architectural Review - Concept Review**
Category Name: Board of Architectural Review
Description: Board of Architectural Review - Concept Review

If you are unsure which application to select, please see the Preservation website or ask a staff member. Another BAR application available in Apex is the Permit to Demolish.

Step 3: Select **Add Location** and add the desired address then click **Next**.

LOCATIONS

Type: Location
100 KING ST, CITY OF ALEXANDRIA, VA, , 22314

Main Address

Parcel Number
12644550

Main Parcel

Remove

Location

Add Location

+

Save Draft Next

Step 4: Complete the **Description** field for the Plan Type and select **Next**.

PLAN DETAILS

* Plan Type Board of Architectural Review - Admi

Description

Back Save Draft Next

Step 5: Add any contacts that are associated with the Plan and then select **Next**.

Locations Type **Contacts** More Info Attachments Summary

CONTACTS

Applicant
omar shammout (You)
6730 Hamilton Rd, Lorton,

Agent
Add Contact

Back Save Draft **Next**

Step 6: Complete the following information regarding your Plan and then select **Next**.

Apply for Plan - Board of Architectural Review - Administrative ***REQUIRED**

Locations Type **Contacts** **More Info** Attachments Summary

MORE INFO

Application Details [Next Section](#) | [Top](#) | [Main Menu](#)

*Project Type
 Residential Alterations
 Non-Residential Alterations
 Signs

*Historic District

*Review Type

Please describe the proposed work in detail

*

Step 7: After completion of the More Info tab add any attachments that may be associated with the Administrative Plan and then select **Next**. Please note that although the screenshot says the system accepts JPGs, it does not. You will need to submit all documents as a PDF.

ATTACHMENTS

Supported file types include: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text

click or drag files

Add Attachment

+

Back
Save Draft **Next**

Step 8: After adding attachments look over all the information regarding the Plan and make sure it is all correct and then click **Submit** on the bottom right of the screen to complete the process.

Requirements for Application [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

> Photographs of the existing conditions > Specifications for the proposed replacement/repair

Signs - Application Requirements [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

> Two copies of original plan approved by BAR listing each change with justification for the amendment. > Photograph(s) of the building showing existing conditions and the context of the building, including any existing signs. Dimensioned drawings of the proposed sign(s) and existing sign(s) to remain identifying the materials, color, lettering style, and text. > Means of attachment (drawing or manufacturer's cut sheet of bracket, if applicable) and location on the building where the sign(s) will be installed, including the height above the sidewalk if a hanging sign is proposed. > If lighting is proposed, a description, including a manufacturer's cut sheet, for any new lighting fixture(s) and how it will be attached to the building. Staff may request additional information as necessary to evaluate the application.

Minor Amendments [Previous Section](#) | [Top](#) | [Main Menu](#)

Two copies of original plan approved by BAR listing each change with justification for the amendment.

Attachments

Back
Save Draft **Submit**

Step 9: The Permit Application has been submitted successfully

✔ Your plan was successfully created!

Continue to plan

Fees

\$0.00

View Details Add to Cart

Plan Number: BAR2019-00025

Plan Details | Tab Elements | Main Menu

Type: Board of Architectural Review - Administrative Status: Submitted - Online Project Name:

- Summary
- Locations
- Fees
- Reviews
- Inspections
- eReviews
- Attachments
- Contacts
- Sub-Records
- Holds
- Meetings
- More Info

Progress

0% Completed

- Completed
- In Progress
- Not Started

Workflow

- Application Completeness
- Historic District On Site Consultation
- Board of Architectural Review - Admin Review
- Administrative Decision

Actions

If you upload new documentation or pay your fees after you have submitted your application, please advise the planner working on your case, as Apex does not send us a notification.