

## North End/Huntington Heights Architectural Review Board

### Information for Completing an Application for a Certificate of appropriateness

The attached application must be completed and returned to the Department of Planning and Development, Newport News City Hall, 2nd Floor, 2400 Washington Avenue, Newport News. Incomplete applications may be returned. Applications received within 10 (ten) working days from a board meeting may be postponed until the following month due to processing time required. The application must be signed by the owner or his/her authorized representative.

1. Questions 1, 2, 2A and 2B concern the address and owner of the property.
2. Question 3 asks the applicant to detail what is to be done. Be specific. Use additional sheets if necessary.
3. Question 4 concerns the use of the property after the requested activity. A change in use would be from residential to commercial or similar change.
4. Questions 5, 5A and 5B should be completed if the contractor who will do the work is known.
5. Questions 6, 6A and 6B identify the person filling out the application.
6. The applicant should read the statement at the bottom, sign and date the application.

The applicant will be notified by mail of the date, time and place of the meeting. The Review Board cannot consider the application unless someone is present to represent it and answer questions at the meeting.

## **Required Submissions:**

The items checked below must accompany the application. Color Charts, manufacturer's illustrations and photographs are acceptable as exhibits of color, materials, fixtures and other accessories.

Plans and sketches should be on good grade paper, no larger than 24' x 36' and must be reproducible. All submissions must show sufficient detail to clearly indicate what work is to be accomplished. Unclear or undetailed submissions may delay consideration.

### **FOR NEW BUILDINGS OR ADDITIONS:**

- A plan (scale - no less than 1" = 40') showing the building or addition, adjoining uses, pedestrian and vehicular circulation, and non-vegetative landscaping. Any materials used in exterior development should be indicated as to type, color, quantity and scale.
- Drawing(s) including plan and elevations\* (scale - no less than 1/8" = 1') indicating the building, addition, adjoining uses and the material from which they are constructed. Details will be provided to show material, type, color and sizes of all windows, entrances, doors facias, cornices, dormers or other appurtenances.  
Photographs may be used to show the relationship of buildings to be altered to adjacent or related structures.
- Photographic evidence of any architectural details such as shutters trim, porches, etc. to be replaced, temporarily removed, or obscured by an addition or other improvement.

### **FOR IMPROVEMENTS TO BUILDINGS:**

- Elevations\* (scale - no less than 1/8" = 1' 0") or a photograph showing adjoining or related uses and the rest to be altered or improved. Indication will be given as to the location, type, color and proportion for materials.
- Details (at a larger scale) will be provided to show materials, type, color and sizes of all window, entrances, doors, facias, cornices, dormers or other appurtenances.
- Photographic evidence of any architectural details such as shutters trim, porches, etc. to be replaced, temporarily removed, or obscured by an addition or other improvement.

\*An elevation shows the front and side view of the building locating windows, doors, dormers, etc.

**FOR SITE IMPROVEMENTS:**

- A plan (scale - no less than 1" = 40') indicating non-vegetative landscaping, lighting, permanently installed furniture or other exterior developments for adjoining uses, related uses and the improvements to be considered.
- Details of exterior structures showing methods of installation, type and color materials, and appearances of the structure. (Photographs and manufacturer's illustration are acceptable as submissions).

**FOR FENCING:**

- A photograph, sample or scale drawing of a portion of the type fencing to be used.
- A sketch plan (scale - no less than 1" = 40') indicating the limits of the area to be fenced and the adjoining properties.

For additional information, call the Newport News Department of Planning and Development at (757) 926-8761.

