



# CERTIFICATE OF APPROPRIATENESS APPLICATION

These requirements are agreed to by the undersigned and are a condition necessary for approval of the CERTIFICATE  
This applies to all properties located in the Town of Haymarket  
See Accompanying Instructions~Please type or block print

This application must be filled out completely and all components of submission requirements must be met before the application can be accepted and scheduled for review/hearing.

APPLICANT: \_\_\_\_\_ PHONE NO: \_\_\_\_\_

OWNER (if different): \_\_\_\_\_ PHONE NO: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ EMAIL (Mandatory): \_\_\_\_\_

Is the applicant or owner a member of a Homeowners Association (HOA)?  Yes  No If Yes, has this application been approved by the HOA?  
 Yes  No HOA Representative/Landlord/Owner (Name/Signature) \_\_\_\_\_ Date: \_\_\_\_\_

In as much detail as possible, please describe the work to be performed (see following pages for additional required information in each applicable area(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### (For Office Use Only)

Date to ARB: \_\_\_\_\_

APPROVED  DISAPPROVED  TABLED UNTIL \_\_\_\_\_  DEFERRED UNTIL \_\_\_\_\_

ARCHITECTURAL REVIEW BOARD CHAIR \_\_\_\_\_  
*SIGNATURE* *PRINT*

CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date to PC: \_\_\_\_\_

APPROVED  DISAPPROVED  TABLED UNTIL \_\_\_\_\_  DEFERRED UNTIL \_\_\_\_\_

PLANNING COMMISSION {where required}: \_\_\_\_\_  
*SIGNATURE* *PRINT*

CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date to TC: \_\_\_\_\_

APPROVED  DISAPPROVED  TABLED UNTIL \_\_\_\_\_  DEFERRED UNTIL \_\_\_\_\_

TOWN COUNCIL {where required}: \_\_\_\_\_  
*SIGNATURE* *PRINT*

CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature: _____	Date: _____
------------------------------	-------------

## INSTRUCTIONS FOR COMPLETING APPLICATION

*In addition to applying for a Certificate of Appropriateness, the applicant is responsible for obtaining any other required permits and approvals applicable to the project.*

1. Provide name, phone number, and email address of business or individual requesting approval for proposed work. If different from property owner, please provide contact information for property owner as well.
2. Indicate site address
3. Indicate mailing address of applicant and owner (if different).
4. Describe in detail work proposed and then attach all required and any additional documentation or material that will describe the project in detail to the reviewing authority. Adequate documentation must be provided. Applicant should provide any necessary item(s), in addition to the items listed on the checklist below.

### Check List

#### Signs/Fences/New Building/Additions/Remodel

The Completed application must be submitted to the Town Clerk's office no later than 5:00pm one week prior to the meeting date.

- 1) One copy of the Plat-showing location of sign/fence/addition on the façade or grounds
- 2) Photograph of the existing structure and closest neighboring structures
- 3) Photograph/drawings, including measurements, of the proposed change
- 4) Material specifications
- 5) Color/material samples
- 6) Description of method of mounting and description of hardware to be used
- 7) Landlord/HOA approval letter where indicated
- 8) Copy of business or occupational license if contractor has designed or will install
- 9) Narrative, if special requests or exceptions to the ARB Guidelines are being requested.
- 10) Applicant or a representative **must** be present at the ARB meeting, on the scheduled Wednesday of every month at 7:00pm. If a representative is not present at the meeting to answer any questions that may arise, your application may be deferred or denied until the next regularly scheduled meeting. Please check the Town's website for a list of the Town's scheduled meetings. It is the applicant's responsibility to keep apprised of the Town's meeting schedule.
- 11) If an interpreter is required, the applicant needs to bring one with them.

Please mail application and all applicable information and materials to:

**Town of Haymarket  
P.O. Box 1230  
Haymarket, VA 20168**

Or in person at 14710 Washington Street, Haymarket, VA. (Police Department Building)

## FREQUENTLY ASKED QUESTIONS

1. *What projects require architectural review?*

Any project involving alterations to the exterior of an existing building, visible from public view (e.g. fences, signs, awnings, mechanical equipment, landscaping, façade changes) and the construction of new buildings, all require an architectural review.

2. *How long does the architectural review process take?*

The time required to process an application will vary with the size of the project. Once the application has been deemed complete, the architectural review process can take between four to eight weeks, to complete, if no changes/revisions are required by any of the reviewing body throughout the process. Vague or incomplete description of the project or failure to provide any pertinent information regarding the project will delay the review process.

3. *What does the ARB look for in a project?*

Refer to the Town of Haymarket Architectural Review Design Guidelines.

4. *What happens after I submit my application?*

After an application is submitted, a town clerk will review it for its completeness (not for the accuracy or content of the submission). If the application is incomplete, the missing materials will be required BEFORE the application can be forwarded for review. If complete, the application (and all required supporting documentation) will continue with the review process.

5. *What is the review process?*

For any submission, there are two reviewing bodies in the Town. The Planning Commission, and the Architectural Review Board. All reviewing bodies in the Town meet once a month. (A schedule of all the meetings is available on our website at [www.townofhaymarket.org](http://www.townofhaymarket.org)).

6. *Is there a submission deadline?*

An application must be submitted to and verified complete by a Town Clerk one week prior to the meeting date, so that the application can be properly reviewed for completion.

7. *What happens at the ARB meeting?*

The ARB reviews any development project(s) to promote and maintain the historic architectural flavor of the Town consistent with the Town's Comprehensive Plan. The ARB reviews any proposal/project which currently or in the future could be visible from any public view.

8. *What should I present at my review?*

To facilitate a more streamlined review of an application, it is required that an applicant (or representative) be present at the meeting(s) during the review of their proposed project. A brief overview of the project, site, and the architecture should be presented. Speak briefly to the design and landscaping features, parking and circulation, delivery routes/access, drainage, lighting, signage, and trash enclosures. Provide sample(s) of colors, and materials. For larger development projects, be able to discuss traffic impacts.

9. *When can I submit my plans for a building permit?*

If the project is approved by all applicable Boards, the applicant can then receive their building permit (if a permit is required for the project).