



# ARCHITECTURAL REVIEW BOARD

## REGULAR MEETING ~ AGENDA ~

Kenneth Luersen,  
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100  
Haymarket, VA 20169

---

Wednesday, April 20, 2016

7:00 PM

Council Chambers

---

### **1. Call to Order**

### **2. Citizens Time**

### **3. Minutes Approval**

### **4. Certificate of Appropriateness**

- a. 14833 Caboose Trail
- b. 14920 Greenhill Crossing Drive
- c. Hulfish Shutters
- d. Haymarket Community Park - Benches & Picnic Tables 14710 Washington Street
- e. Town Hall Facade 15000 Washington Street

### **5. Town Council & Planning Commission Update**

### **6. Old Business**

### **7. Adjournment**



TO: Architectural Review Board  
SUBJECT: 14833 Caboose Trail  
DATE: 04/20/16

---

This applicant is applying for a deck with stairs.

**ATTACHMENTS:**

- zoning app (PDF)



# ZONING PERMIT APPLICATION

## ZONING PERMIT #: ZP2016-009

*NOTE: 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.*

**ZONING ACTIVITY:**  New Construction  Alteration/Repair  Addition  Sign (See Spec sheet)  
(Check all that apply)  New Tenant/Use  Change of Use  Relocation

**NAME OF BUSINESS/APPLICANT:** ALAN SALAZAR

**PROPOSED USE:** \_\_\_\_\_ **Size (Sq. Ft./Length) of Construction:** \_\_\_\_\_

**SITE ADDRESS:** 14833 Caboose Trail Haymarket VA 20169 **Parcel ID #:** \_\_\_\_\_

**Subdivision Name:** Haymarket Station **Lot Size:** \_\_\_\_\_

**ZONING DISTRICT:**  R-1  R-2  B-1  B-2  I-1  C-1 **Site Plan Required:**  Yes  No

**Special Use Permit Required:**  Yes  No **Homeowners Association (HOA) Approval:**  Yes  No

**Off-street Parking:** Spaces Required: \_\_\_\_\_ Spaces Provided: \_\_\_\_\_

**BRIEF DESCRIPTION OF ACTIVITY:** (i.e. previous use, height/length of fencing, deck specs, etc.)

Deck 12' x 20' WITH STAIRS

**Supporting Documentation (attached):**  Narrative  Plan/Plat  Specification Sheet

**FEE:**  \$25.00 Residential  \$50.00 Commercial

PAID APR 1-2 2017

# CERTIFICATE OF APPROPRIATENESS

**ADDITIONAL DESCRIPTION:** (i.e. color, type of material, font style, etc. See Sign Spec Sheet for Signage detail)

12' x 20' deck. Pressure treated. Will be sealed/stained brown at a later date (once it cures)

**Supporting Documentation (attached):**  Specification Sheet  Photograph(s)

### PERMIT HOLDER INFORMATION

Alan Salazar  
Name  
8232 Roxborough Loop  
Address  
Garnesville VA 20155  
City State Zip  
703 507-3653

### PROPERTY OWNER INFORMATION

Alan Salazar  
Name  
14833 Caboose Trail  
Address  
Haymarket VA 20169  
City State Zip

**APPLICANT / PROPERTY OWNER SIGNATURE**

**\*\*\*\*\*REQUIRED\*\*\*\*\***

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.

Alan Salazar

Alan Salazar

Applicant Signature

Property Owner Signature

**\*\*\*OFFICE USE ONLY\*\*\***

Date Filed: 4-12-2016 Fee Amount: 25.00 Date Paid: 4-12-2016

**DATE TO ZONING ADMINISTRATOR:** 4-12-2016

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

[Signature] R. MERCHANT SCHNEIDER  
SIGNATURE PRINT

CONDITIONS: PER 50-15(b), Residential decks

**DATE TO ARCHITECTURAL REVIEW BOARD (ARB):** 4-20-2016

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

\_\_\_\_\_  
SIGNATURE PRINT

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

**DATE TO TOWN COUNCIL (IF APPLICABLE):** N/A

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

\_\_\_\_\_  
SIGNATURE PRINT

TOWN COUNCIL (where required): \_\_\_\_\_

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

Attachment: zoning app (2774 : 14833 Caboose Trail)



# Application for Exterior Modification HAYMARKET STATION HOMEOWNERS ASSOCIATION

Name: Alan Salazar  
E mail: alan.salazar@yahoo.com

Phone (W): 703-507-3653  
Phone (H): \_\_\_\_\_

Property Address: 14833 Caboose Trail Haymarket VA 20169

Section: \_\_\_\_\_ Lot: 52 Builder: \_\_\_\_\_

Description of Proposed Improvement: Deck 22' x 12'

**Attachments:**

- Drawings, sketches, photographs, pictures of the proposed improvement
- Plat plan (survey) of your lot

**Signatures of Affected Neighbors (those adjacent to your lot on all sides):**

<u>Maurice Arbitras</u>	<u>[Signature]</u>	<u>50</u>
Printed Name	Signature	Lot #
<u>Kim M. Weaver</u>	<u>[Signature]</u>	<u>35</u>
Printed Name	Signature	Lot #
<u>Mark Balesan</u>	<u>[Signature]</u>	<u>37</u>
Printed Name	Signature	Lot #
<u>Marvin L. Horley</u>	<u>[Signature]</u>	<u>38</u>
Printed Name	Signature	Lot #
_____	_____	_____
Printed Name	Signature	Lot #

I hereby certify that the information I have provided is accurate to the best of my knowledge. I further certify that, once approved, I shall construct the proposed improvement according to the approved plans and specifications. Permission is hereby granted to members of HAYMARKET STATION HOMEOWNERS ASSOCIATION Covenants Committee, and its representatives, to enter on my property as necessary to review the proposed project.

Owner Signature: Alan Salazar Date: 4/11/16  
Mailing Address: 5232 Roxborough Loop Gainesville VA 20155  
(If different from Property Address)

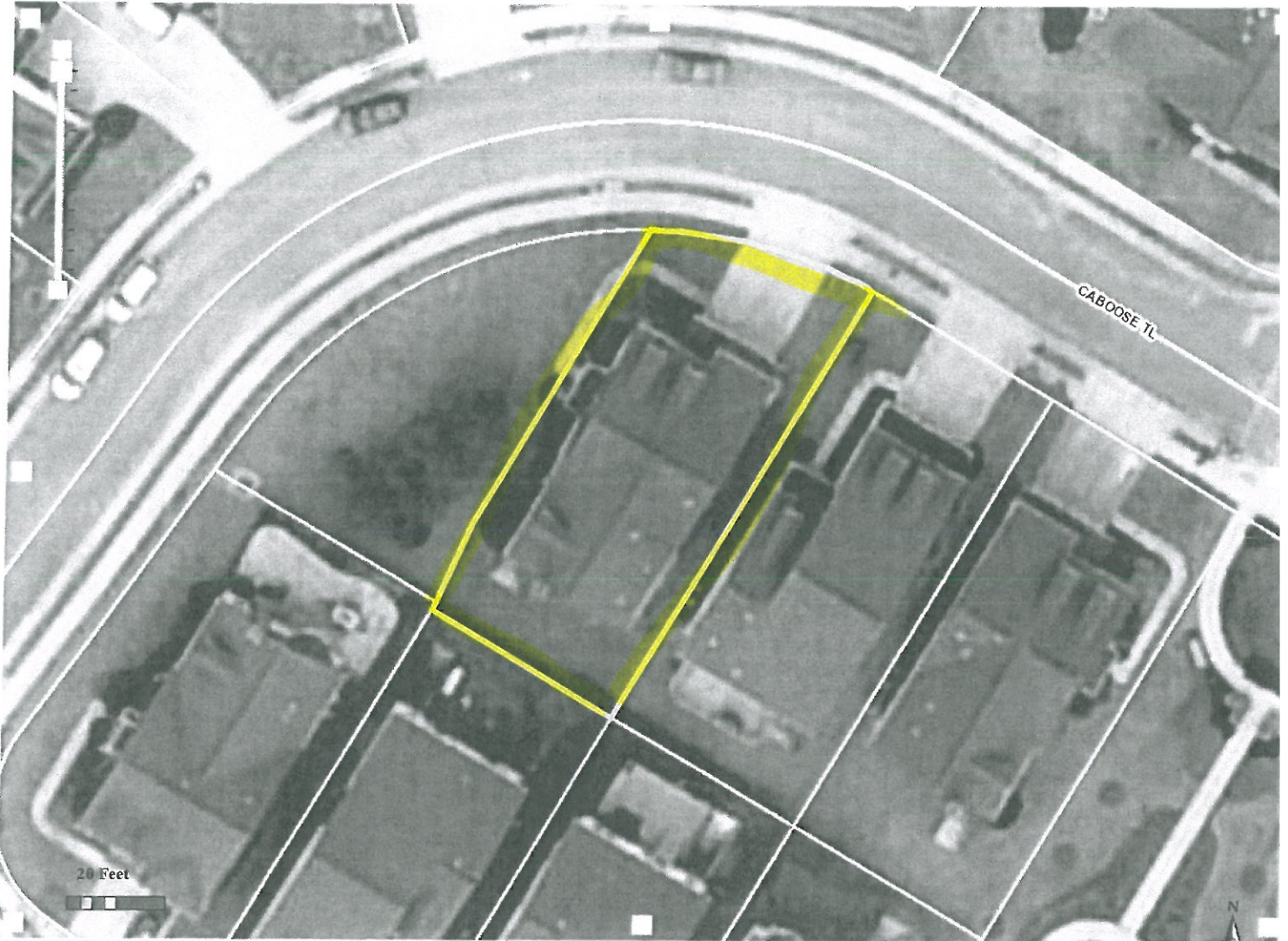
Attachment: zoning app (2774 : 14833 Caboose Trail)

# County Mapper XM

A new v  
Get a sn

Layers Map Tools

Quick Search My Map Current Tool: Keyboard

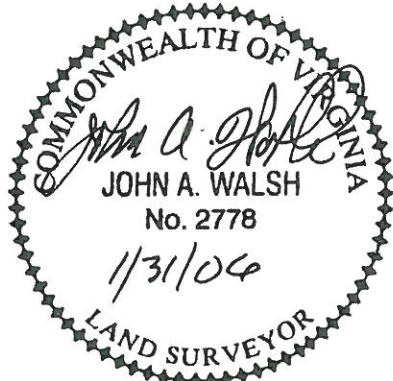
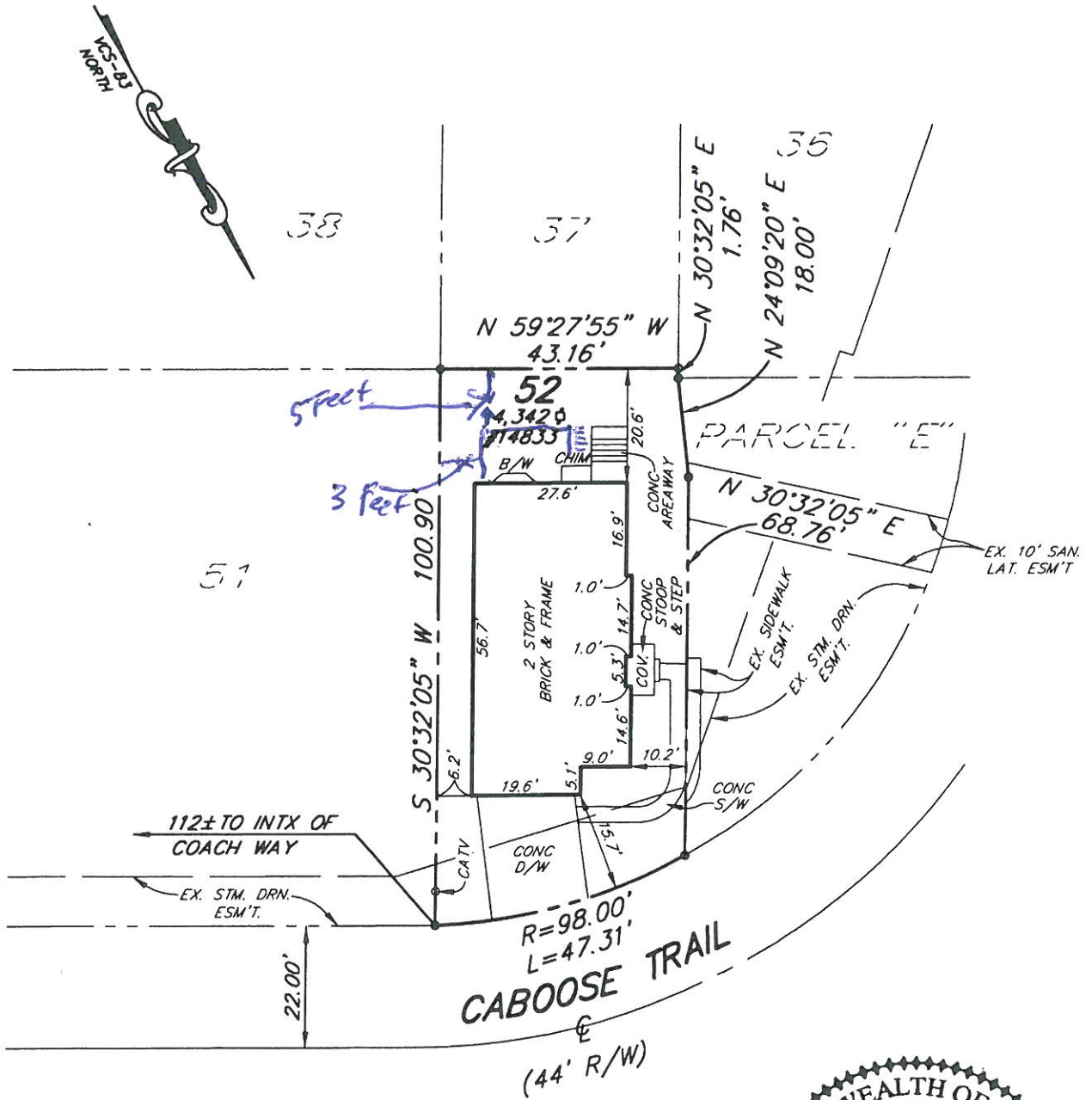


Attachment: zoning app (2774 : 14833 Caboose Trail)

1 : 300



14833 CABOOSE TRAIL



THE PROPERTY DELINEATED HEREON IS LOCATED IN ZONE X (AREAS DETERMINED TO BE OUTSIDE 500-YEAR FLOODPLAIN) AS DELINEATED ON THE FEDERAL EMERGENCY MANAGEMENT AGENCY'S, FLOOD INSURANCE RATE MAP OF PRINCE WILLIAM COUNTY, VIRGINIA COMMUNITY-PANEL NUMBER 51153C0067 D EFFECTIVE JANUARY 5, 1995

HOUSE LOCATION SURVEY

LOT 52

HAYMARKET STATION

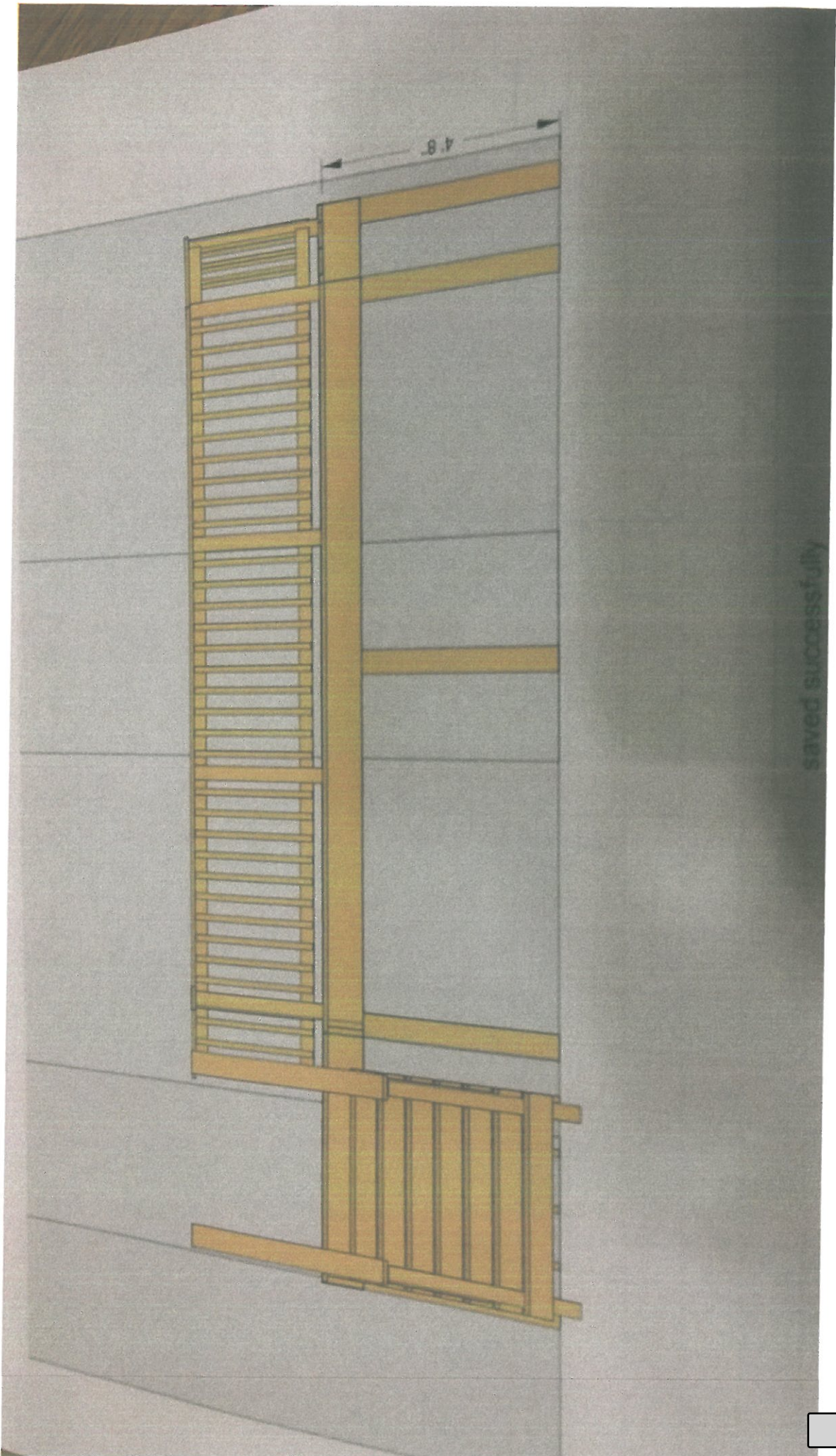
WALL CHECK: 09-23-05  
FINAL: 01-30-06

Attachment: zoning app (2774 : 14833 Caboose Trail)



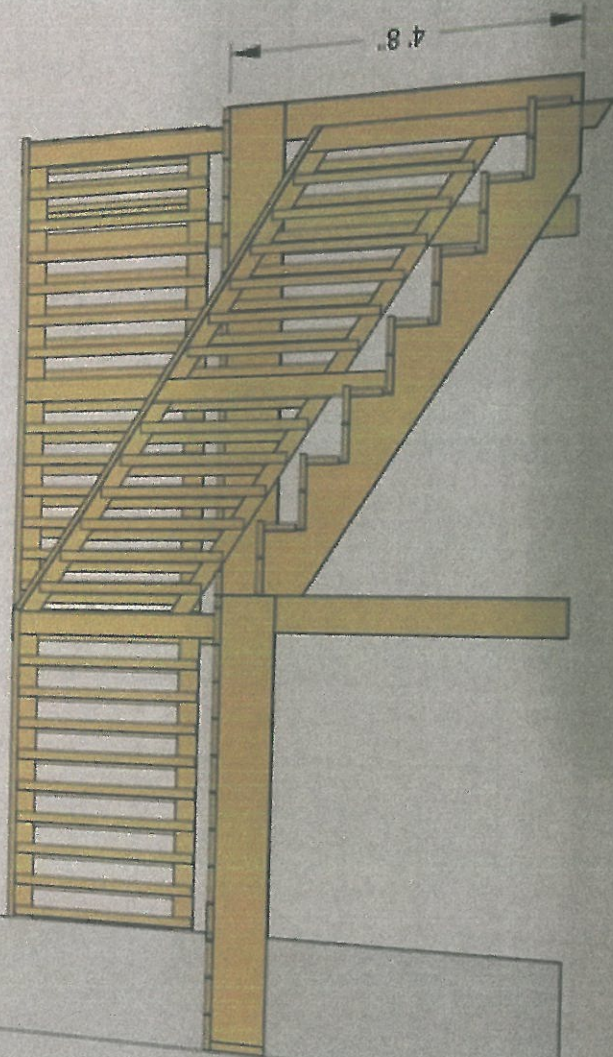






saved successfully





saved successfully



TO: Architectural Review Board  
SUBJECT: 14920 Greenhill Crossing Drive  
DATE: 04/20/16

---

This applicant is applying for a Trex deck with stairs.

**ATTACHMENTS:**

- 14920 Greenhill Crossing Deck (PDF)



ARB 4/20  
in by 4/14

4.b.a



RECEIVED  
APR 11 2016  
TOWN OF HAYMARKET

# ZONING PERMIT APPLICATION

ZONING PERMIT #: 2 P2016-008

*NOTE: 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.*

**ZONING ACTIVITY:**  New Construction  Alteration/Repair  Addition  Sign (See Spec sheet)  
(Check all that apply)  New Tenant/Use  Change of Use  Relocation

**NAME OF BUSINESS/APPLICANT:** Gary Ball II

**PROPOSED USE:** Deck Size (Sq. Ft./Length) of Construction: \_\_\_\_\_

**SITE ADDRESS:** 14920 Greenhill Crossing Dr Parcel ID #: \_\_\_\_\_

Subdivision Name: Greenhill Crossing Lot Size: \_\_\_\_\_

**ZONING DISTRICT:**  R-1  R-2  B-1  B-2  I-1  C-1 Site Plan Required:  Yes  No

Special Use Permit Required:  Yes  No Homeowners Association (HOA) Approval:  Yes  No

Off-street Parking: Spaces Required: N/A Spaces Provided: N/A

**BRIEF DESCRIPTION OF ACTIVITY:** (i.e. previous use, height/length of fencing, deck specs, etc.)  
16 x 24 deck

Supporting Documentation (attached):  Narrative  Plan/Plat  Specification Sheet

**FEE:**  \$25.00 Residential  \$50.00 Commercial

PAID APR 11 2016

## CERTIFICATE OF APPROPRIATENESS

**ADDITIONAL DESCRIPTION:** (i.e. color, type of material, font style, etc. See Sign Spec Sheet for Signage detail)

Trex select bundle (dark woods), Fascia: Classic white, Railing: classic white, Trex deck, 16 x 24

Supporting Documentation (attached):  Specification Sheet  Photograph(s)

**PERMIT HOLDER INFORMATION**  
Name: Gary Ball II  
Address: 14920 Greenhill Crossing Dr.  
Haymarket VA 20169  
City State Zip

**PROPERTY OWNER INFORMATION**  
Name: Same  
Address: \_\_\_\_\_  
City State Zip

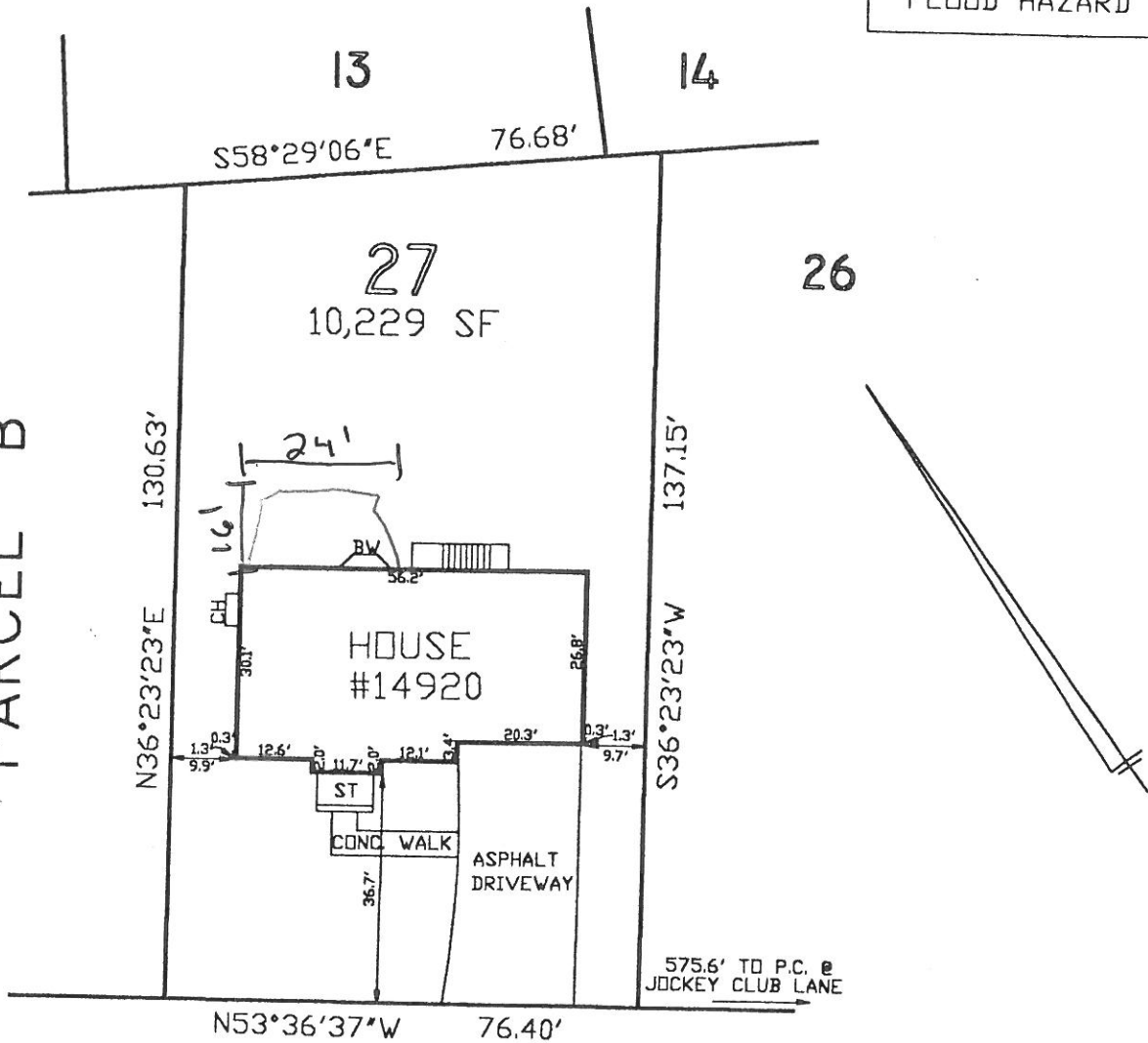
Attachment: 14920 Greenhill Crossing Deck (2775 : 14920 Greenhill Crossing Drive)





THIS HOUSE IS NOT  
LOCATED IN A HUD  
FLOOD HAZARD ZONE

PARCEL "B"



GREENHILL CROSSING DRIVE

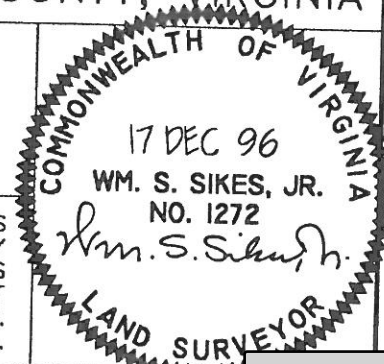
HOUSE LOCATION  
LOT 27 SECTION TWO

GREENHILL CROSSING

THE TOWN OF HAYMARKET, PRINCE WILLIAM COUNTY, VIRGINIA

DATE: 10/18/96	DWN: NE
SCALE: 1"=30'	CKD: CFS

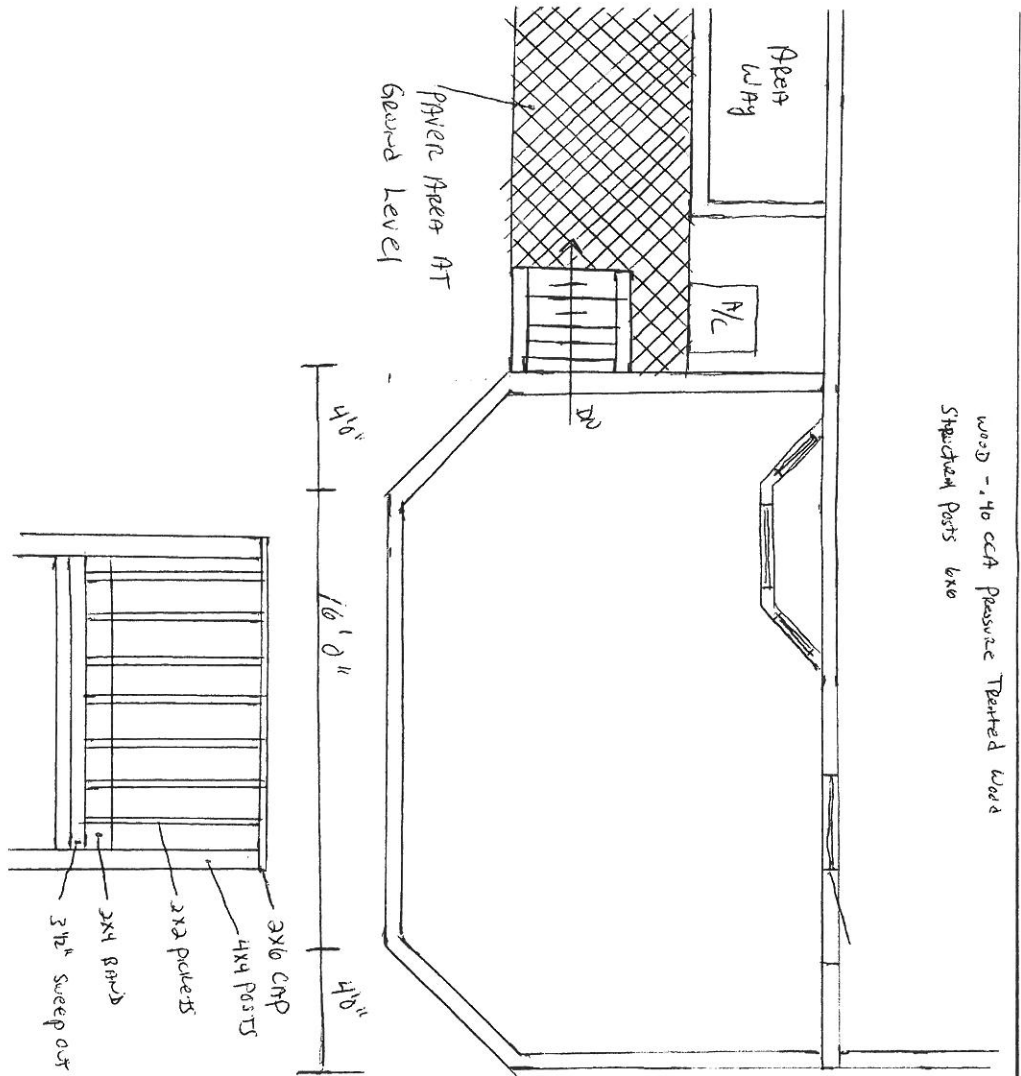
SIKES SURVEYS, P.C.  
LAND SURVEYING AND PLANNING  
NORTHERN VIRGINIA  
(703) 591-0055



MONUMENTATION VERIFIED/USED:  
PERMANENT LOT CORNERS WILL  
BE SET AT THE APPROPRIATE  
TIME IN ACCORDANCE WITH THE  
LOCAL SUBDIVISION ORDINANCE

I HEREBY CERTIFY THAT THE POSITION OF ALL IMPROVEMENTS  
ON THE ABOVE DESCRIBED PROPERTY HAS BEEN CAREFULLY  
ESTABLISHED BY A TRANSIT-TAPE SURVEY AND THAT UNLESS  
OTHERWISE SHOWN THERE ARE NO ENCROACHMENTS. THIS PLAT  
IS NOT INTENDED TO BE USED FOR CONSTRUCTION OF FENCES.  
NO TITLE REPORT WAS FURNISHED UNLESS SPECIFICALLY NOTED.

Attachment: 14920 Greenhill Crossing Deck (2775 : 14920 Greenhill Crossing Drive)



## Trex<sup>®</sup> Deck Specifications

**Level 1:**

Dimensions: 24' 0"x16' 0"x4' 0"

**Product Selections:****Decking:**

Trex Select<sup>®</sup>

Saddle

Fascia: Classic White

**Railing:**

Trex Reveal<sup>®</sup> Series Railing

Baluster type: Square Aluminum Balusters

Balusters: White

Post Caps: White

Pyramid Postcap

Post Skirt: White

Top Rail: White

Bottom Rail: White

Post: White

**Entire deck dimensions: 24' 0"x16' 0"x4' 0"**

Note: Because of wood content in Trex composites, natural color shifts do occur in Trex products. The "after weathering" color of Trex may be different from the colors shown in the Trex Deck Designer. For more information on weathering, visit <http://trex.com/own/natural-weathering>.



## Gary's Deck Design Greenhill

Congratulations! You just completed your Trex deck design. This report will provide the following information:

- Deck Layout Diagrams
- Deck Parts Descriptions
- Tool & Safety Tips
- Basic Installation Tips
- Shopping List

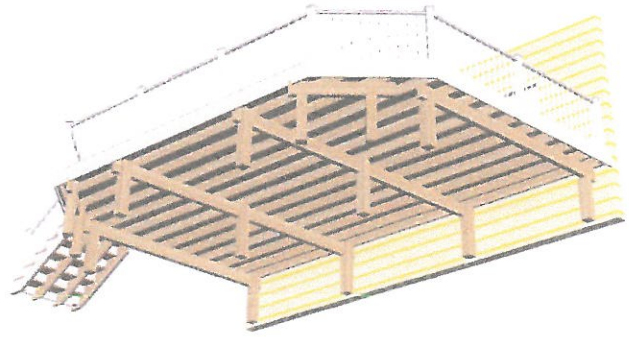


Attachment: 14920 Greenhill Crossing Deck (2775 : 14920 Greenhill Crossing Drive)

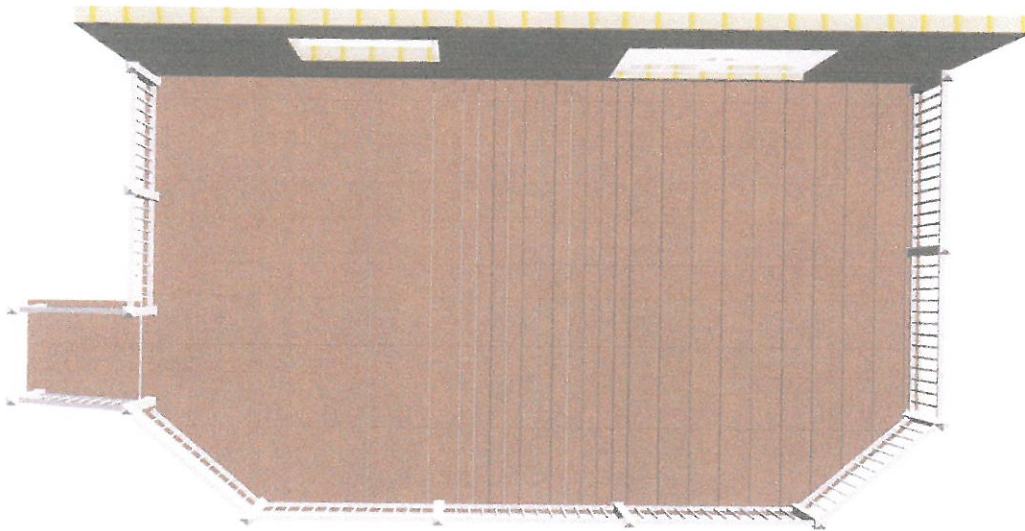
### Deck layout diagram



Top view without planks



Bottom view with planks



Top view with planks

Attachment: 14920 Greenhill Crossing Deck (2775 : 14920 Greenhill Crossing Drive)



TO: Architectural Review Board  
SUBJECT: Hulfish Shutters  
DATE: 04/20/16

---

To install shutters on the Hulfish House. A color and material needs to be chosen. Black is preferable as the front door is black.

**ATTACHMENTS:**

- zoning app (PDF)
- Front Elevation(PDF)
- South Elevation (PDF)





# ZONING PERMIT APPLICATION

ZONING PERMIT #: \_\_\_\_\_

*NOTE: 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.*

**ZONING ACTIVITY:**  New Construction  Alteration/Repair  Addition  Sign (See Spec sheet)  
(Check all that apply)  New Tenant/Use  Change of Use  Relocation

**NAME OF BUSINESS/APPLICANT:** \_\_\_\_\_

**PROPOSED USE:** \_\_\_\_\_ **Size (Sq. Ft./Length) of Construction:** \_\_\_\_\_

**SITE ADDRESS:** \_\_\_\_\_ **Parcel ID #:** \_\_\_\_\_

**Subdivision Name:** \_\_\_\_\_ **Lot Size:** \_\_\_\_\_

**ZONING DISTRICT:**  R-1  R-2  B-1  B-2  I-1  C-1

**Special Use Permit Required:**  Yes  No **Site Plan Required:**  Yes  No

**Off-street Parking:** Spaces Required: \_\_\_\_\_ Spaces Provided: \_\_\_\_\_

**BRIEF DESCRIPTION OF ACTIVITY:** (i.e. previous use, height/length of fencing, deck specs, etc.)

Add black, 14" wide louvered shutters to 16 windows at Hulfish (excludes decorative window on the south side of building).

**Supporting Documentation (attached):**  Narrative  Plan/Plat  Specification Sheet

**FEE:**  \$25.00 Residential  \$50.00 Commercial

## CERTIFICATE OF APPROPRIATENESS

**ADDITIONAL DESCRIPTION:** (i.e. color, type of material, font style, etc. See Sign Spec Sheet for Signage detail)

**Supporting Documentation (attached):**  Specification Sheet  Photograph(s)

PERMIT HOLDER INFORMATION		PROPERTY OWNER INFORMATION	
Town of Haymarket		Town of Haymarket	
Name	_____	Name	_____
Address	15000 Washington Street	Address	15000 Washington Street, Suite 100
City	Haymarket, VA 20169	City	Haymarket, VA 20169
State	VA	State	VA
Zip	20169	Zip	20169
Phone#	703-753-2600	Phone#	703-753-2600
Email	jpreli@townofhaymarket.org	Email	jpreli@townofhaymarket.org


Attachment: zoning app (2779 : Hulfish Shutters)



**APPLICANT / PROPERTY OWNER SIGNATURE**

**\*\*\*\*\*REQUIRED\*\*\*\*\***

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.

  
\_\_\_\_\_  
Applicant Signature

  
\_\_\_\_\_  
Property Owner Signature

**\*\*\*OFFICE USE ONLY\*\*\***

Date Filed: \_\_\_\_\_ Fee Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

**DATE TO ZONING ADMINISTRATOR:** \_\_\_\_\_

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

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT

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

**DATE TO ARCHITECTURAL REVIEW BOARD (ARB):** \_\_\_\_\_

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

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT

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

**DATE TO TOWN COUNCIL (IF APPLICABLE):** \_\_\_\_\_

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

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT

TOWN COUNCIL {where required):  
\_\_\_\_\_  
\_\_\_\_\_

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

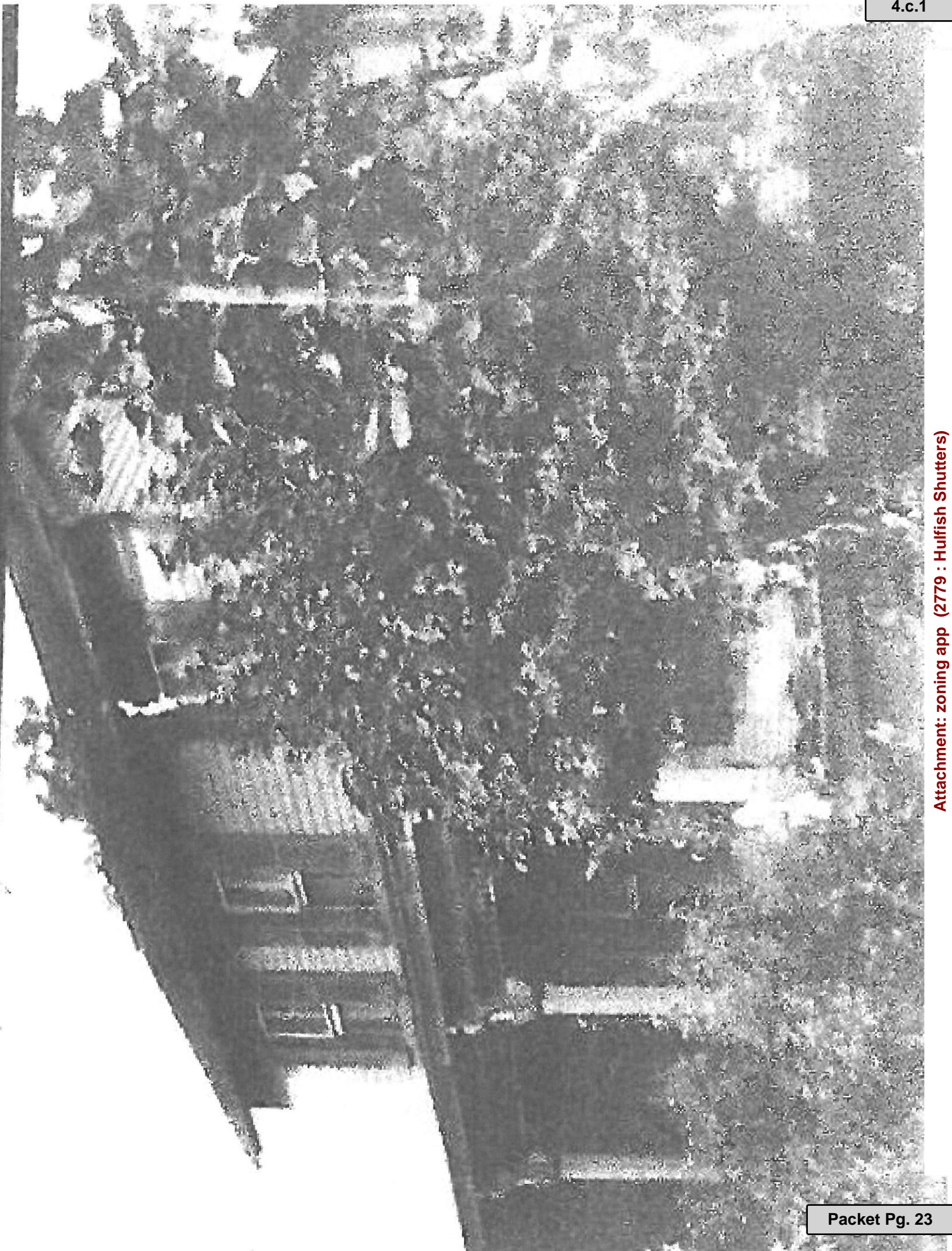
Attachment: zoning app (2779 : Hulfish Shutters)





Attachment: zoning app (2779 : Hulfish Shutter)





Attachment: zoning app (2779 : Hulfish Shutters)







No shutters proposed on decorative window above



TO: Architectural Review Board  
SUBJECT: Haymarket Community Park - Benches & Picnic Tables  
DATE: 04/20/16

---

As the progress of the Haymarket Community Park (Harrover Master Plan) continues, styles of the benches and picnic tables will need to be chosen, and the ARB's recommendation needed.

**ATTACHMENTS:**

- zoning app -benches - picnic tables (PDF)





# ZONING PERMIT APPLICATION

ZONING PERMIT #: \_\_\_\_\_

*NOTE: 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.*

**ZONING ACTIVITY:**  New Construction  Alteration/Repair  Addition  Sign (See Spec sheet)  
(Check all that apply)  New Tenant/Use  Change of Use  Relocation

**NAME OF BUSINESS/APPLICANT:** \_\_\_\_\_

**PROPOSED USE:** \_\_\_\_\_ Size (Sq. Ft./Length) of Construction: \_\_\_\_\_

**SITE ADDRESS:** \_\_\_\_\_ Parcel ID #: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot Size: \_\_\_\_\_

**ZONING DISTRICT:**  R-1  R-2  B-1  B-2  I-1  C-1 Site Plan Required:  Yes  No

Special Use Permit Required:  Yes  No Homeowners Association (HOA) Approval:  Yes  No

Off-street Parking: Spaces Required: \_\_\_\_\_ Spaces Provided: \_\_\_\_\_

**BRIEF DESCRIPTION OF ACTIVITY:** (i.e. previous use, height/length of fencing, deck specs, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supporting Documentation (attached):  Narrative  Plan/Plat  Specification Sheet

**FEE:**  \$25.00 Residential  \$50.00 Commercial

## CERTIFICATE OF APPROPRIATENESS

**ADDITIONAL DESCRIPTION:** (i.e. color, type of material, font style, etc. See Sign Spec Sheet for Signage detail)  
Style of picnic tables & park benches for Haymarket Community Park  
\_\_\_\_\_

Supporting Documentation (attached):  Specification Sheet  Photograph(s)

PERMIT HOLDER INFORMATION			PROPERTY OWNER INFORMATION		
Town of Haymarket			Town of Haymarket		
Name			Name		
Brian Henshaw					
Address			Address		
15000 Washington Street, #100			15000 Washington Street, #100		
City	State	Zip	City	State	Zip
Haymarket, VA		20169	Haymarket, VA		20169
Phone#	Email		Phone#	Email	
703-753-2600	BHENSHAW@TOWNOFHAYMARKET.ORG				

Attachment: zoning app -benches - picnic tables (2780 : Haymarket Community Park - Benches & Picnic Tables)







Model # PB6-BROOK | Brooklyn Recycled Plastic Outdoor Bench | 6' Length

[Print](#) | [Close Window](#)



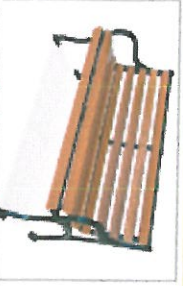
Attachment: zoning app -benches - picnic tables (2780 : Haymarket Community Park - Benches & Picnic Tables)





Model # IVBSS-48-R | Iron Valley Recycled Plastic Slatted Bench | 4' Length

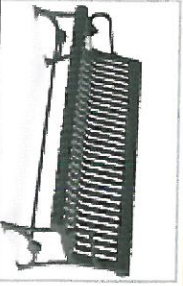
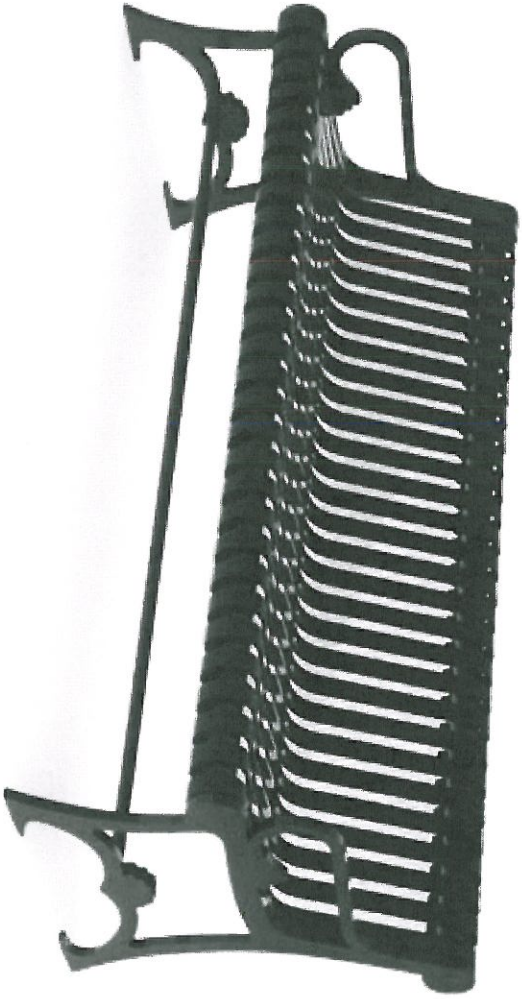
Print | Close Window





Model # LB-72 | 6' Classic Ribbed Park Bench

[Print](#) | [Close Window](#)





Model # RPD6 | Recycled Plastic Deluxe Picnic Table | 2" x 6" Planks

Print | Close Window







Model # 238-V6 | Rectangular Steel Picnic Table Diamond Pattern

[Print](#) | [Close Window](#)





TO: Architectural Review Board  
SUBJECT: Town Hall Facade  
DATE: 04/20/16

---

Town Center facade improvement elevations.

**ATTACHMENTS:**

- zoning app (PDF)
- DRAFT\_Town Center Elevations\_09-25-15 (PDF)
- ARB Photo pkg (PDF)





RECEIVED 4.e.1 APR 13 2016 TOWN OF HAYMARKET

# ZONING PERMIT APPLICATION

ZONING PERMIT #: 2P 2016-010

**NOTE: 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.**

ZONING ACTIVITY:  New Construction  Alteration/Repair  Addition  Sign (See Spec sheet)  
(Check all that apply)  New Tenant/Use  Change of Use  Relocation

NAME OF BUSINESS/APPLICANT: HAYMARKET TOWN CENTER

PROPOSED USE: Business Size (Sq. Ft./Length) of Construction: 630sf Addition

SITE ADDRESS: 15000 Washington Street Parcel ID #: 7298-90-0216

Subdivision Name: N/A Lot Size: 0.882 AC

ZONING DISTRICT:  R-1  R-2  B-1  B-2  I-1  C-1 Site Plan Required:  Yes  No

Special Use Permit Required:  Yes  No Homeowners Association (HOA) Approval:  Yes  No

Off-street Parking: Spaces Required: 74 Spaces Provided: 74

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, height/length of fencing, deck specs, etc.)

Town center exterior facade improvements and addition on the north facade which includes a new elevator, egress staircase, exterior ADA ramp and mechanical electrical room.

Supporting Documentation (attached):  Narrative  Plan/Plat  Specification Sheet

FEE:  \$25.00 Residential  \$50.00 Commercial

## CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc. See Sign Spec Sheet for Signage detail)

Supporting Documentation (attached):  Specification Sheet  Photograph(s)


PERMIT HOLDER INFORMATION			PROPERTY OWNER INFORMATION		
<u>JOHN HELTZELIA</u>			<u>Town of Haymarket</u>		
Name			Name		
<u>9389 FORESTWOOD LANE</u>			<u>15000 Washington Street</u>		
Address			Address		
<u>MANASSAS</u>	<u>VA</u>	<u>20110</u>	<u>Haymarket, Virginia</u>		
City	State	Zip	City	State	Zip
<u>703-330-6170</u>					
Phone#	Email		Phone#	Email	

Attachment: zoning app (2778 : Town Hall Facade)

**APPLICANT / PROPERTY OWNER SIGNATURE**

**\*\*\*\*\*REQUIRED\*\*\*\*\***

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.

  
Applicant Signature

  
Property Owner Signature

**\*\*\*OFFICE USE ONLY\*\*\***

Date Filed: \_\_\_\_\_ Fee Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

**DATE TO ZONING ADMINISTRATOR:** \_\_\_\_\_

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

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT

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

**DATE TO ARCHITECTURAL REVIEW BOARD (ARB):** \_\_\_\_\_

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

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT

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

**DATE TO TOWN COUNCIL (IF APPLICABLE):** \_\_\_\_\_

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

TOWN COUNCIL (where required):

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT

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

Attachment: zoning app (2778 : Town Hall Facade)



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 ListSigns/Fences/New Building/Additions/Remodel

The Completed application must be submitted to the Town Clerk's office no later than 4:30pm 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 ] ← On April 20, 2016
- 5) Color/material samples ] ← N/A
- 6) Description of method of mounting and description of hardware to be used ← N/A
- 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. ← N/A
- 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**  
**15000 Washington Street, Suite 100**  
**Haymarket, VA 20169**

# SIGN SPECIFICATION SHEET

**SIGN 1:**

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window  
Other \_\_\_\_\_

Height above Ground at Signs: Lower Edge: \_\_\_\_\_ Upper Edge: \_\_\_\_\_

Height of Sign Structure: \_\_\_\_\_ Sign Width: \_\_\_\_\_ Length: \_\_\_\_\_ Area in Sq Ft: \_\_\_\_\_

Number of Faces: \_\_\_\_\_ Sign Material/Color/Font: \_\_\_\_\_

Location of Sign (Include photo): \_\_\_\_\_

Lighting Type/Fixture (No internal illumination is allowed): \_\_\_\_\_

**SIGN 2:**

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window  
Other \_\_\_\_\_

Height above Ground at Signs: Lower Edge: \_\_\_\_\_ Upper Edge: \_\_\_\_\_

Height of Sign Structure: \_\_\_\_\_ Sign Width: \_\_\_\_\_ Length: \_\_\_\_\_ Area in Sq Ft: \_\_\_\_\_

Number of Faces: \_\_\_\_\_ Sign Material/Color/Font: \_\_\_\_\_

Location of Sign (Include photo): \_\_\_\_\_

Lighting Type/Fixture (No internal illumination is allowed): \_\_\_\_\_

N/A

**SIGN 3:**

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window  
Other \_\_\_\_\_

Height above Ground at Signs: Lower Edge: \_\_\_\_\_ Upper Edge: \_\_\_\_\_

Height of Sign Structure: \_\_\_\_\_ Sign Width: \_\_\_\_\_ Length: \_\_\_\_\_ Area in Sq Ft: \_\_\_\_\_

Number of Faces: \_\_\_\_\_ Sign Material/Color/Font: \_\_\_\_\_

Location of Sign (Include photo): \_\_\_\_\_

Lighting Type/Fixture (No internal illumination is allowed): \_\_\_\_\_

**SIGN 4:**

Type of Sign: Wall Hanging Freestanding Menu Individual Letter Window  
Other \_\_\_\_\_

Height above Ground at Signs: Lower Edge: \_\_\_\_\_ Upper Edge: \_\_\_\_\_

Height of Sign Structure: \_\_\_\_\_ Sign Width: \_\_\_\_\_ Length: \_\_\_\_\_ Area in Sq Ft: \_\_\_\_\_

Number of Faces: \_\_\_\_\_ Sign Material/Color/Font: \_\_\_\_\_

Location of Sign (Include photo): \_\_\_\_\_

Lighting Type/Fixture (No internal illumination is allowed): \_\_\_\_\_

Attachment: zoning app (2778 : Town Hall Facade)



## 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 Zoning Administrator, and the Architectural Review Board (If applicable). 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).



FRONT ELEVATION 3

Attachment: DRAFT\_Town Center Elevations\_09-25-15 (2778 : Town Hall Facade)



# HAYMARKET TOWN CENTER

September 25, 2015

Prospective Design 2







FRONT ELEVATION 2



FRONT ELEVATION 1





# LETTER OF TRANSMITTAL

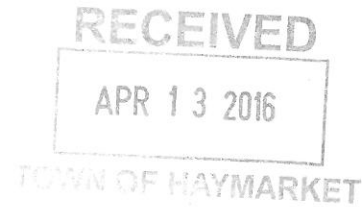
**TO: CLERK OFFICE  
TOWN OF HAYMARKET  
15000 WASHINGTON STREET  
HAYMARKET VA**

**FROM: GAUTAM SULTANE**

**DATE: APRIL 13, 2016**

**JOB NAME: HAYMARKET TOWN CENTER**

**RE: ARB SUBMISSION**



WE ARE SENDING YOU  ATTACHED VIA **HAND DELIVERED**  UNDER SEPARATE COVER VIA \_\_\_\_\_ THE FOLLOWING ITEMS:

SHOP DRAWINGS     PRINTS     PLANS     SAMPLES     SPECIFICATIONS  
 COPY OF LETTER     CHANGE ORDER     OTHER \_\_\_\_\_

COPIES	DATE	NO.	DESCRIPTION
1			<b>COMPLETED APPLICATION</b>
1	4/20/16		<b>PHOTOGRAPH PACKAGE - OF EXISTING STRUCTURES</b>
1	MAY 15		<b>PRELIMINARY SITE PLAN</b>
1	4/20/16		<b>EXTERIOR ELEVATIONS</b>

THESE ARE TRANSMITTED AS CHECKED BELOW:

FOR APPROVAL     APPROVED AS SUBMITTED     RESUBMIT     COPIES FOR APPROVAL  
 FOR YOUR USE     APPROVED AS NOTED     SUBMIT     COPIES FOR DISTRIBUTION  
 AS REQUESTED     RETURNED FOR CORRECTIONS     RETURN     CORRECTED PRINTS  
 FOR REVIEW AND COMMENT  
 FOR BIDS DUE: \_\_\_\_\_  PRINTS RETURNED AFTER LOAN TO US

REMARKS

MATERIAL SPECIFICATIONS AND SAMPLES WILL BE SUBMITTED AT THE ARB MEETING ON APRIL 20<sup>TH</sup> 2016

FILE COPY ONLY:

RECEIVED BY: SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Attachment: ARB Photo pkg (2778 : Town Hall Facade)



RECEIVED  
APR 13 2016  
TOWN OF HAYMARKET



# HAYMARKET TOWN CENTER

ARB Submission

April 20, 2016

Photograph Package

Attachment: ARB Photo pkg (2778 : Town Hall Facade)

HAYMARKET TOWN CENTER  
ARB SUBMISSION – APRIL 20, 2016



Attachment: ARB Photo pkg (2778 : Town Hall Facade)

ADJACENT PROPERTY INFORMATION



HAYMARKET TOWN CENTER  
ARB SUBMISSION – APRIL 20, 2016



15020 WASHINGTON STREET

Attachment: ARB Photo pkg (2778 : Town Hall Facade)

HAYMARKET TOWN CENTER  
ARB SUBMISSION – APRIL 20, 2016



Attachment: ARB Photo pkg (2778 : Town Hall Facade)

15030 WASHINGTON STREET



HAYMARKET TOWN CENTER  
ARB SUBMISSION – APRIL 20, 2016



15025 WASHINGTON STREET

Attachment: ARB Photo pkg (2778 : Town Hall Facade)

HAYMARKET TOWN CENTER  
ARB SUBMISSION – APRIL 20, 2016



Attachment: ARB Photo pkg (2778 : Town Hall Facade)

15001 WASHINGTON STREET



HAYMARKET TOWN CENTER  
ARB SUBMISSION – APRIL 20, 2016



14951 WASHINGTON STREET  
(VIEW FROM JEFFERSON STREET)

Attachment: ARB Photo pkg (2778 : Town Hall Facade)

HAYMARKET TOWN CENTER  
ARB SUBMISSION – APRIL 20, 2016



14951 WASHINGTON STREET  
(VIEW FROM WASHINGTON STREET)

Attachment: ARB Photo pkg (2778 : Town Hall Facade)



HAYMARKET TOWN CENTER  
ARB SUBMISSION – APRIL 20, 2016



14950 WASHINGTON STREET  
(VIEW FROM WASHINGTON STREET)

Attachment: ARB Photo pkg (2778 : Town Hall Facade)

HAYMARKET TOWN CENTER  
ARB SUBMISSION – APRIL 20, 2016



14950 WASHINGTON STREET  
(VIEW FROM JEFFERSON STREET)

Attachment: ARB Photo pkg (2778 : Town Hall Facade)



HAYMARKET TOWN CENTER  
ARB SUBMISSION – APRIL 20, 2016



6611 JEFFERSON STREET

Attachment: ARB Photo pkg (2778 : Town Hall Facade)

HAYMARKET TOWN CENTER  
ARB SUBMISSION – APRIL 20, 2016



6630 JEFFERSON STREET

Attachment: ARB Photo pkg (2778 : Town Hall Facade)



HAYMARKET TOWN CENTER  
ARB SUBMISSION – APRIL 20, 2016



15026 WASHINGTON STREET

Attachment: ARB Photo pkg (2778 : Town Hall Facade)