



# Certificate of Appropriateness Application Form

801 Crawford Street, Portsmouth, Virginia 23704

[www.portsmouthva.gov/planning/](http://www.portsmouthva.gov/planning/)

- Notes:**
1. A pre-application conference is not required for a certificate of appropriateness but applicants are strongly encouraged to meet with staff to discuss the proposed project prior to submitting an application.
  2. Depending on the proposed activity, the review and decision on an application may be undertaken by staff or the Historic Preservation Commission (HPC) or the Downtown Design Commission (DDC). See the matrix in Section 4 of this application form to identify the appropriate review body based on the proposed project type.
  3. Any development within a historic or D1 Downtown district is required to have a certificate of appropriateness approval before any other applications can be filed.
  4. Public notification requirements may include the on-site posting of the meeting date, time, and location for public review. A site visit may also be required for consideration of your application. Your signature on the accompanying Master Development Application Form authorizes the places of such notice on your property and allows members of the Historic Preservation Commission, DDC and/or staff to enter the property to view the exterior of any buildings or structure on the site.

## 1. General Project Information

<b>Project Address:</b>	
Tax Parcel Identification Number:	
Located in?:	<input type="checkbox"/> D1 Downtown <input type="checkbox"/> Olde Towne <input type="checkbox"/> Port Norfolk <input type="checkbox"/> Park View <input type="checkbox"/> Cradock <input type="checkbox"/> Truxtun
Were the Historic District Guidelines consulted for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know
If yes, how did you obtain the guidelines?	<input type="checkbox"/> Online <input type="checkbox"/> Library <input type="checkbox"/> Planning Department <input type="checkbox"/> Civic League
Chapter(s) of Historic District Guidelines consulted:	
<input type="checkbox"/> Site Design	Section(s):
<input type="checkbox"/> Existing Structures – Elements	Section(s):
<input type="checkbox"/> Existing Structures – Materials	Section(s):
<input type="checkbox"/> New Construction and Additions	Section(s):
<input type="checkbox"/> Demolition and Moving	Section(s):

## 2. Written Description of Exterior Work (check all that apply)

- Changes to an Existing Structure/Site     New Construction     Addition(s)     Demolition

A) Describe in your own words, all exterior work, building and site, that can be seen from a public right-of-way. Be sure to indicate all exterior materials and colors. You may use additional sheets and attached manufacturer's information sheets where appropriate.

<b>Project Address:</b>	
<b>Tax Parcel Identification Number:</b>	
<b>3. Submittal Requirement Checklist</b> (Submittals should include 11 copies of listed items, unless otherwise stated.)	
<b>A. General Information for all COA Applications</b>	
<input type="checkbox"/>	Master Development Application Form
<input type="checkbox"/>	Certificate of Appropriateness Application Form
<input type="checkbox"/>	Application fee as established in the Portsmouth Fee Schedule identified in Appendix D of the Portsmouth Development Procedures Manual
<input type="checkbox"/>	Historic district guidelines chapter and section, where applicable
<input type="checkbox"/>	4" x 6" color photographs of the site showing all public views of site, areas where work will be done, and surrounding properties
<input type="checkbox"/>	A materials sample sheet showing color, type, manufacturer, and item number of new materials being proposed
<input type="checkbox"/>	Any additional information determined to be necessary by the Planning Department
<b>B. Submittal Requirements for Buildings</b>	
<input type="checkbox"/>	Scaled drawings showing physical survey including property, all site conditions, and adjacent structures (elevation drawings only required for building facades subject to modification)
<input type="checkbox"/>	Historic evidence (such as old photos) to justify any restoration of missing elements where applicable
<b>C. Submittal Requirements for Sites</b>	
<input type="checkbox"/>	Scaled drawings showing physical survey including the property, adjacent structures, and proposed alterations (elevations of fences and other structures as requested)
<b>D. Submittal Requirements for Signs</b>	
<input type="checkbox"/>	Site drawing showing sign location
<input type="checkbox"/>	Scaled drawing showing sign face, border, mounting mechanism, color, size of sign and lettering, and materials
<input type="checkbox"/>	All material necessary for issuance of a zoning compliance permit for signage (if new signage or modifications to signage are proposed)
<b>E. Submittal Requirements for New Construction and Additions</b>	
<input type="checkbox"/>	Scaled drawing showing physical survey including property, adjacent structures and location of property boundaries, buildings, site lighting, parking, walkways, mechanical/utility equipment, accessory structures, fencing, and plantings
<input type="checkbox"/>	Elevations of proposed structure and the historic building including texture, relative grade and elevations related to floor level (including drawings of architectural details)
<input type="checkbox"/>	Floor plans of affected exterior walls on the historic building
<input type="checkbox"/>	A description of how the new structure maintains compatibility with the existing structure in cases where new construction is proposed
<b>F. Submittal Requirements for Demolition</b>	
<input type="checkbox"/>	A statement describing the need for demolition (if applicable) and plans for new use of property
<input type="checkbox"/>	Feasibility study/structural study/cost estimate for rehabilitation
<input type="checkbox"/>	Documentation of hardship including photographic evidence where applicable
<input type="checkbox"/>	For demolition projects disturbing more than 2,500 sq ft, a land disturbance permit is also required



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# Master Development Application Form

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- Notes:**
1. All applications require the submission of this Master Development Application Form and the submission of a Specific Procedure Review Form for the proposed activity. Only one Master Development Application Form is required for each project, regardless of the number of actions, permits, or reviews required.
  2. No action will take place, nor will the request be placed on any agenda, if staff determines that the application is not complete.
  3. No application will be processed while violations exist on the property or if there are outstanding fines, taxes, liens, or other fees are owed to the City of Portsmouth.
  4. A Certificate of Appropriateness is required prior to any activity in the D1 Downtown District or any Historic District (i.e., Olde Towne, Port Norfolk, Park View, Cradock, or Truxtun). See staff prior to application. A Certificate of Compliance (D2) is required prior to any activity in the D2 Uptown District (Form-Based Code).

## 1. General Project Information

<b>Project Address:</b>	
Tax Parcel Identification Number:	
Lot Area (in square feet):	
Zoning District:	

## 2. Proposed Activity – Please check all that apply

**(PC)** = A preapplication conference must be completed prior to submission of the Master Development Application Form.

<b>Proposed Use:</b>	
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### Check all permits or reviews that apply:

<input type="checkbox"/> Zoning Verification Request	<input type="checkbox"/> Use Permit <b>(PC)</b>	<input type="checkbox"/> Zoning Compliance Permit (Signs)
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Zoning Compliance Permit	<input type="checkbox"/> Zoning Map Amendment <b>(PC)</b>
<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Certificate of Occupancy	<input type="checkbox"/> Minor Subdivision
<input type="checkbox"/> Certificate of Appropriateness	<input type="checkbox"/> Type I Development Plan	<input type="checkbox"/> Major Subdivision <b>(PC)</b>
<input type="checkbox"/> Certificate of Compliance (D2)	<input type="checkbox"/> Variance Permit <b>(PC)</b>	<input type="checkbox"/> Subdivision Exception
<input type="checkbox"/> Wetland Permit	<input type="checkbox"/> Interpretation Request	<input type="checkbox"/> Encroachment
<input type="checkbox"/> Flood Plain Certificate	<input type="checkbox"/> Land Disturbance Permit	<input type="checkbox"/>
<input type="checkbox"/> Street Closure	<input type="checkbox"/> Chesapeake Bay Exception	
<input type="checkbox"/> Appeals	<input type="checkbox"/> Administrative Adjustment or Alternative Form of Compliance	

## 3. Primary Point of Contact Information

Please circle the preferred method of contact (mail, telephone, fax, or e-mail)

Primary Point of Contact Name:			
Mailing Address:			
Phone No.:		Fax No.:	
Email:			

**4. Property Owner Information** (if different from the primary point of contact)

The property owner must sign a property owner consent box (See item number 5 on the following page.).

<b>Property Owner Contact Name:</b>			
<b>Mailing Address:</b>			
<b>Phone No.:</b>		<b>Fax No.:</b>	
<b>Email:</b>			

**5. Property Owner(s) Consent**

<b>Project Address:</b>			
<b>Tax Parcel Identification Number:</b>			

The names, addresses, telephone numbers, and signatures of all owners of the property are required. Please attach additional sheets as needed. If a legal representative signs for a property owner, please attach an executed power of attorney. Faxed or photocopied signatures will not be accepted.

By signing this application below, I, as the owner of the property under review, give my endorsement of this application.

<b>Property Owner or Authorized Signature:</b>	<b>Date Signed:</b>
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If a business entity owns the property, the following is the name and title of the individual authorized to sign, as the property owner above, for such business entity.

<b>Name of Person Authorized to Sign:</b>	
<b>Title of Person Authorized to Sign:</b>	
<b>Mailing Address:</b>	
<b>Phone No.:</b>	

**6. Applicant's Signature**

By signing this application below, I hereby attest to the truth and accuracy of all facts and information presented with this application.

<b>Applicant's Signature:</b>	<b>Date Signed:</b>
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<b>OFFICE USE ONLY</b>	<b>Project Number (Tidemark):</b>
<b>Received By:</b>	<b>Received Date:</b>
<b>Accepted as Complete By:</b>	<b>Accepted Date:</b>