



City of Petersburg - Architectural Review Board
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

Address:
Historic District:

- Application for COA
Application for Historic Building Plaque
Application for Discussion

Applicant:
Address:
E-Mail:
Phone:

Owner:
Address:
E-Mail:
Phone:

Firm/Contractor Preparing Plans:
Address:
E-Mail:
Phone:

Firm/Contractor to Perform Work:
Address:
E-Mail:
Phone:

- Type of Project: Residential, Commercial
Category: Repair, Renovation, Restoration, Change in materials, Approval of paint colors, Fencing, Signage
Addition, Driveway, sidewalk, parking lots, New construction, Demolition, Plaque, Other

Project Description (attached additional sheets as needed):
Please provide as much information as possible. The Architectural Review Board may deny or table requests that lack sufficient information for review and if you or your representative are not present. Please see Application Guidance and the Historic District Design Guidelines for additional information. The Historic District Guidelines are available for \$25 in the Planning Department.

[Blank lines for project description]

Applicant's Signature

Date

FOR OFFICE USE
Date received:
Agenda date:
Tax Parcel:
Zoning:
Additional permits needed from planning:

*A complete application must be received at least 15 days prior to a regular Architectural Review Board meeting to be heard at that meeting.

Application Guidance and Checklist

The ARB bases their decisions on the Secretary of the Interior's Standards for Rehabilitation and the Petersburg's Historic Districts Design Guidelines, which can be found on the City's website and are available for purchase in CD or hard copy format.

Information required for review will vary depending on the nature of the project. The following is required for each category submitted in order to complete the application. It is recommended that applicants consult with the Preservation Planner before the application is submitted to ensure completeness. The ARB may deny or table requests based on a lack of information.

A – Repair: In-Kind with like materials

Plans/ elevations detailed enough to depict scope of work

Product samples of replaced materials; including roofing, brick, mortar, siding, and windows

Photographs of structure

B – Renovation, Restoration

Plans and building elevations to scale

Details including dimensions and materials

Product sample or specification sheet of any replaced material, including roofing, brick, siding, windows

Photographs of structure

C - Change in Materials

Justification for replacement over repair

Plans and building elevations to scale

Details including dimensions and materials

Product sample or specification sheet of any replaced material, including roofing, brick, siding, windows

Photographs of structure

D – Approval of Paint colors

Samples or listing of the paint brand, color name, and number

Color rendering of elevation for complex color schemes

E – Fencing

Style/design of fence including materials and dimensions

Scale site plan with fence location

F – Signs

Scale drawings, sign location, and specifications

Materials, colors, and message

Proposed lighting, when used

G – Additions to Existing Buildings

Plans and building elevations to scale

Scale site plan

All materials and dimensions

H- Driveway, Sidewalk, Parking lots

Surface type/material including color

Landscaping plans

I – New Construction

May require an Application for Discussion before full approval

Plans and scale elevations

Scale site plan with square footage of building and setbacks

All exterior materials

J – Demolition

Consultation with The City of Petersburg Zoning Ordinance, Article 34 Section 15.

Explanation as to why renovation is not feasible

Proposed use of property after demolition

Detailed photographs of as much of the structure as possible

K- Other Projects

Plans and scale elevations

Materials, product samples including roofing, brick, mortar, siding, windows

Scale site plan

Photographs of structure

L - Historic Building Plaque

Location, use and name of building, date of construction and restoration

Description of restoration work completed

Color photographs of exterior facade before and after restoration