Entrance Corridor Review Application (EC)
Certificate of Appropriateness

Please Return To: City of Charlottesville
Department of Neighborhood Development Services
P.O. Box 911, City Hall
Charlottesville, Virginia 22902
Telephone (434) 970-3130 Fax (434) 970-3359

Please submit ten (10) copies of application form and all attachments.
For a new construction project, please include $375 application fee. For all other projects requiring EC approval, please include $125 application fee. For projects that require only administrative approval, please include $100 administrative fee. Make checks payable to the City of Charlottesville.
The Entrance Corridor Review Board (ERB) meets the second Tuesday of the month.
Deadline for submittals is Tuesday 3 weeks prior to next ERB meeting by 4 p.m.

Owner Name_____ Applicant Name_____

Project Name/Description_____ Parcel Number_____

Street Address_____

Applicant Information
Address:_____
_____
Email:_____
Phone: (W) _____ (H) _____
FAX: _____

Property Owner (if not applicant)
Address:_____
_____
Email:_____
Phone: (W) _____ (H) _____
FAX: _____

Signature of Applicant
I hereby attest that the information I have provided is, to the best of my knowledge, correct. (Signature also denotes commitment to pay invoice for required mail notices.)

_____
Signature Date

_____
Print Name Date

Property Owner Permission (if not applicant)
I have read this application and hereby give my consent to its submission.

_____
Signature Date

_____
Print Name Date

Description of Proposed Work (attach separate narrative if necessary):_____
_____
_____

Attachments (see reverse side for submittal requirements): _____
_____
_____

For Office Use Only

Received by: _____
Fee paid: _____Cash/Ck. # _____
Date Received: _____

Approved/Disapproved by: _____
Date:_____
Conditions of approval: _____
_____
_____

ENTRANCE CORRIDOR REVIEW: You can review the Entrance Corridor Overlay District regulations in the Zoning Ordinance starting with Section 34-306. These are available on the City's web site at www.charlottesville.org or in the Neighborhood Development Services office.

DESIGN REVIEW GUIDELINES: You may obtain a copy of the current *Design Review Guidelines* at the Department of Neighborhood Development Services in City Hall.

SUBMITTAL REQUIREMENTS: The following information and exhibits shall be submitted along with each application for Certificate of Appropriateness, per *Sec. 34-310-312* in the City of Charlottesville Zoning Ordinance*:*

(1) Overall architectural design, form, and style of the subject building or structure, including, but not limited to: the height, mass and scale;

(2) Exterior architectural details and features of the subject building or structure;

(3) Texture, materials and color of materials proposed for use on the subject building or structure;

(4) Design and arrangement of buildings and structures on the subject site;

(5) The extent to which the features and characteristics described within paragraphs (1)-(4), above, are architecturally compatible (or incompatible) with similar features and characteristics of other buildings and structures having frontage on the same EC street(s) as the subject property.

(6) Provisions of the Entrance Corridor Design Guidelines.

(7) A complete application shall include all plans, maps, studies, reports, photographs, drawings, and other informational materials which may be reasonably required in order make the determinations called for in an particular case.

(8) Building elevations shall be provided, unless waived by the director.

(9) Each application shall include a landscaping plan as outlined in the ordinance

(10) Each application shall include information about proposed lighting as outlined in the provisions of Article IX, Division 3, Sec. 34-100, et seq.