



## Board of Architectural Review (BAR) 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

Please submit ten (10) hard copies and one (1) digital copy of application form and all attachments.  
Please include application fee as follows: New construction project \$375; Demolition of a contributing structure \$375;  
Appeal of BAR decision \$125; Additions and other projects requiring BAR approval \$125; Administrative approval \$100.  
Make checks payable to the City of Charlottesville.  
The BAR meets the third Tuesday of the month.  
Deadline for submittals is Tuesday 3 weeks prior to next BAR meeting by 3:30 p.m.

Owner Name _____	Applicant Name _____
Project Name/Description _____	Parcel Number _____
Project Property Address _____	

### Applicant Information

Address: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: (W) \_\_\_\_\_ (C) \_\_\_\_\_

### Property Owner Information (if not applicant)

Address: \_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: (W) \_\_\_\_\_ (C) \_\_\_\_\_  
—

Do you intend to apply for Federal or State Tax Credits  
for this project? \_\_\_\_\_

### Signature of Applicant

I hereby attest that the information I have provided is, to the  
best of my knowledge, correct.

\_\_\_\_\_  
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): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List All 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: \_\_\_\_\_  
\_\_\_\_\_

Revised 2016

**HISTORIC DISTRICT ORDINANCE:** You can review the *Historical Preservation and Architectural Design Control Overlay Districts* regulations in the City of Charlottesville Zoning Ordinance starting with Section 34-271 online at [www.charlottesville.org](http://www.charlottesville.org) or at [Municode.com](http://Municode.com) for the City of Charlottesville.

**DESIGN REVIEW GUIDELINES:** Please refer to the current *ADC Districts Design Guidelines* online at [www.charlottesville.org](http://www.charlottesville.org).

**SUBMITTAL REQUIREMENTS:** The following information and exhibits shall be submitted along with each application for Certificate of Appropriateness, per *Sec. 34-282 (d)* in the City of Charlottesville Zoning Ordinance:

- (1) Detailed and clear depictions of any proposed changes in the exterior features of the subject property;
- (2) Photographs of the subject property and photographs of the buildings on contiguous properties;
- (3) One set of samples to show the nature, texture and color of materials proposed;
- (4) The history of an existing building or structure, if requested;
- (5) For new construction and projects proposing expansion of the footprint of an existing building: a three-dimensional model (in physical or digital form);
- (6) In the case of a demolition request where structural integrity is at issue, the applicant shall provide a structural evaluation and cost estimates for rehabilitation, prepared by a professional engineer, unless waived by the BAR.

**APPEALS:** Following a denial the applicant, the director of neighborhood development services, or any aggrieved person may appeal the decision to the city council, by filing a written notice of appeal within ten (10) working days of the date of the decision. Per *Sec. 34-286*. - City council appeals, an applicant shall set forth, in writing, the grounds for an appeal, including the procedure(s) or standard(s) alleged to have been violated or misapplied by the BAR, and/or any additional information, factors or opinions he or she deems relevant to the application.