



**TOWN OF MIDDLEBURG  
CERTIFICATE OF APPROPRIATENESS**



10 West Marshall Street, PO Box 187  
Middleburg, Virginia 20118-0187  
540-687-5152 FAX 540-687-3804

COA # \_\_\_\_\_

Owner Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Authorized Agent (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Telephone Number (s): \_\_\_\_\_

Street Address of Property: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

**Project Description**

- New construction   
 Exterior Alteration   
 Addition   
 Relocation   
 Demolition   
 Sign  
 Minor Actions:   
 Repainting   
 Storm Doors/Windows   
 Minor Landscaping Structure

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Summary of Work**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Acknowledgement of Responsibility**

I understand that all applications requiring review by the HDRC must be complete and must be submitted fourteen (14) days before the HDRC meeting date; otherwise consideration will be deferred to the following meeting. I agree to comply with the conditions of this certificate and all other applicable town regulations and to pursue this project in strict conformance with the plans approved by the HDRC. I understand that no changes are permitted without prior approval of the Town, and that failure to follow approved plans is a violation of the zoning ordinance punishable by a civil penalty of \$100 for the 1<sup>st</sup> violation and \$150 for each subsequent violation.

**Signature of Owner or Authorized Agent:** \_\_\_\_\_

Printed name: \_\_\_\_\_

**OFFICE USE ONLY  
FOR MINOR PROJECTS**

Date of Application: \_\_\_\_\_

COA EX#: \_\_\_\_\_

Minor Project Exclusion Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Zoning Administrator

**THIS EXCLUSION EXPIRES ONE YEAR FROM THE APPROVAL DATE IF THE AUTHORIZED ACTIVITY HAS NOT BEEN COMMENCED AND DILIGENTLY PURSUED. ISSUANCE OF A MINOR ACTION EXCLUSION SHALL NOT RELIEVE THE APPLICANT, CONTRACTOR, TENANT OR PROPERTY OWNER FROM OBTAINING ANY OTHER REQUIRED PERMIT.**

**SIGNS ONLY:** (Attach copy of Sign Permit Application)

Linear feet of building: Front \_\_\_\_\_ Side (if corner lot) \_\_\_\_\_ Square feet of Existing Signs: \_\_\_\_\_

Sign 1: Type of Sign:  Freestanding  Wall  Window  Awning  Projecting  
Sign Area: \_\_\_\_\_ sq. ft. Material: \_\_\_\_\_ Location of Sign: \_\_\_\_\_

Sign 2: Type of Sign:  Freestanding  Wall  Window  Awning  Projecting  
Sign Area: \_\_\_\_\_ sq. ft. Material: \_\_\_\_\_ Location of Sign: \_\_\_\_\_

**ALL APPLICATIONS: Supporting Information Attached:**

Attach all information necessary to completely describe the project. Use the checklist below to ensure the application is complete. (Use N/A if item is not applicable to your project)

\_\_\_\_ Written Description. Describe clearly and in detail the nature of the project, including exact dimensions for materials to be used (e.g., width of siding, windows and window trim, etc.)

- \_\_\_\_ Architectural Drawings - minimum scale of 1/4" = 1'
  - \_\_\_\_ Dimensioned outline of the building
  - \_\_\_\_ Dimensioned elevations of new construction and adjacent existing elevations
  - \_\_\_\_ Site Plan(s) with scale 1/8" = 1' (for new construction and additions)
  - \_\_\_\_ Site Section(s) with scale 1/8" = 1' (when requested by HDRC)

\_\_\_\_ Photographs - A minimum of three views of the area(s) under review

\_\_\_\_ Specifications of Exterior Materials - To include, but not limited to: Roofing, siding, windows & doors, trim work, color scheme, chimneys, shutters, utilities and mechanical equipment locations and specifications, exterior lighting, fencing, walls, and paving. (Include manufacturer's specification sheets)

\_\_\_\_ Signs - Detailed scaled drawing showing style and size of letters, color, sample and type of material, and proposed location on the building elevation, with a photograph of elevation under review.

**NOTE 1:** All materials must be submitted in such a manner that their review does not require professional interpretation. All materials submitted will become the property of the Town of Middleburg.

**NOTE 2:** All projects involving new construction, addition or major renovations must file page 3 of the COA application form providing names & addresses of adjacent property owners for public notice purposes.

**OFFICE USE ONLY – FOR COA**

Date of Application: \_\_\_\_\_ Fee Paid : \_\_\_\_\_ COA#: \_\_\_\_\_

HDRC Action: Approval Conditional Approval Denied Date: \_\_\_\_\_

HDRC Comments/Conditions: \_\_\_\_\_

If Appeal, Town Council Action: Approval Denied Date: \_\_\_\_\_

Town Council Conditions: \_\_\_\_\_

Application Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Administrator

**THIS CERTIFICATE EXPIRES ONE YEAR FROM THE APPROVAL DATE IF THE AUTHORIZED ACTIVITY HAS NOT BEEN COMMENCED AND DILIGENTLY PURSUED. NO DEVIATIONS FROM THE APPROVED PLANS ARE PERMITTED WITHOUT PRIOR APPROVAL OF THE HDRC.**

**THIS PAGE ONLY  
FOR NEW CONSTRUCTION, ADDITION, AND MAJOR RENOVATION PROJECTS:**

**List Adjacent Property Owners and Addresses:**

1. Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_

4. Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_

2. Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_

5. Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_

3. Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_

6. Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_