

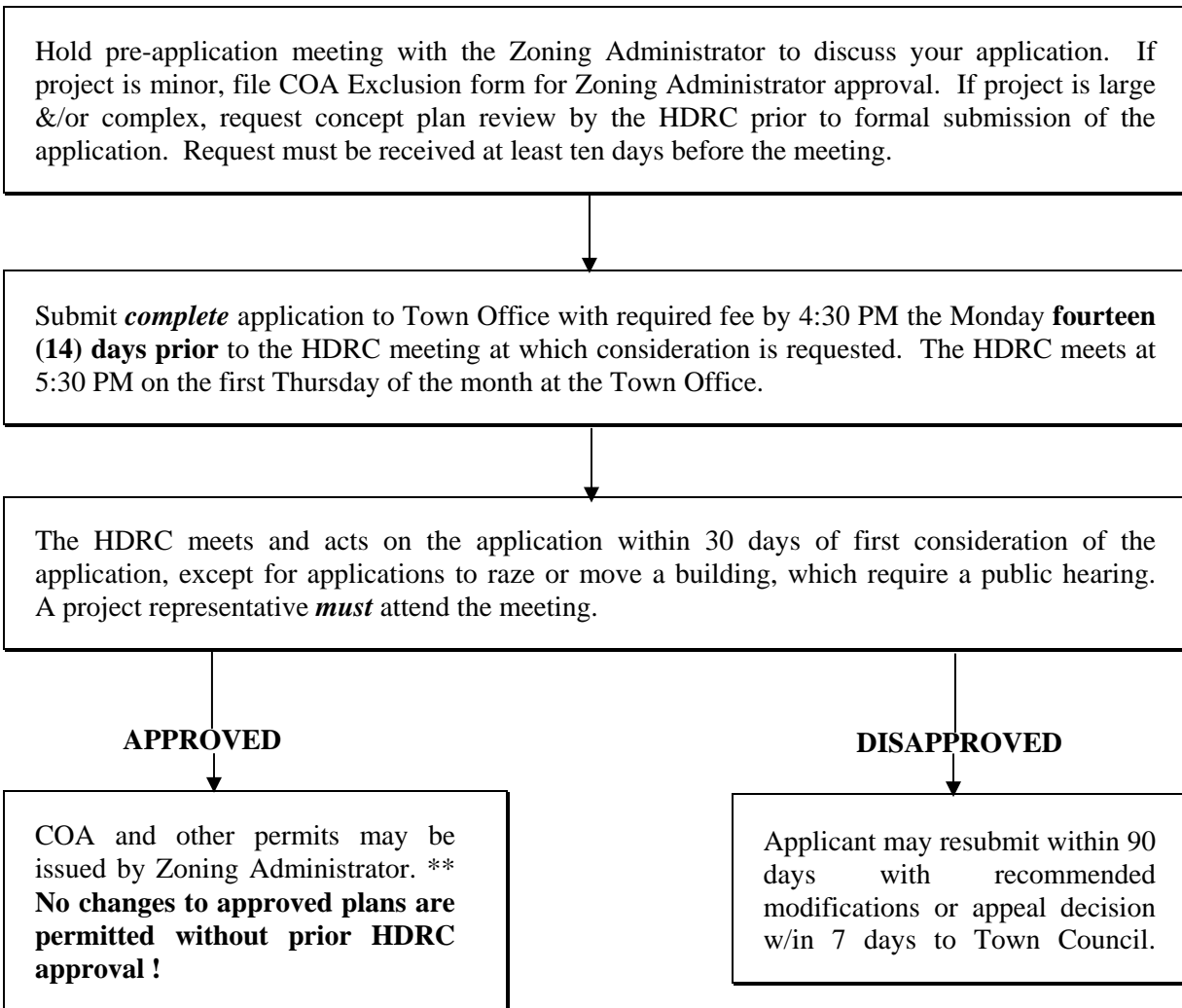
TOWN OF MIDDLEBURG
Office of the
Zoning Administrator

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How to Apply for a Certificate of Appropriateness

A **Certificate of Appropriateness (COA)** is required before any building or structure, including signs, within the Middleburg Historic District may be erected, demolished, reconstructed, altered, relocated or restored. Routine maintenance, signs or alterations to architectural features not subject to view from a public street are exempt from this requirement, but are still subject to other town requirements. Minor projects, including repainting to a different color, storm doors & windows, window boxes and minor landscaping structures, do not require a COA, but do require an exclusion review by the Zoning Administrator. COA's are reviewed & acted upon by the Historic District Review Committee (HDRC).

APPLICATION PROCESS



Town of Middleburg, COA Application Instructions, cont.

NOTE: Approved projects must be pursued in strict conformance with the plans approved by the HDRC. No changes are permitted without prior approval of the HDRC. Failure to follow approved plans is a violation of the zoning ordinance punishable by a civil penalty of \$100 for the 1st violation and \$150 for each subsequent violation.

Applicants should review the Historic District Guidelines for the Town of Middleburg before submitting a COA application, especially for new construction or renovations. This document provides valuable information about the criteria used by the HDRC in the review of applications for Certificates of Appropriateness. A copy of the document can be obtained from the Town Office.

MATERIALS WHICH MUST ACCOMPANY A COA APPLICATION

(Not all materials required, depending upon project type)

1. 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.)
2. Architectural Drawings - minimum scale of 1/4" = 1'
 - a. Dimensioned outline of the building
 - b. Dimensioned elevations of new construction and adjacent existing elevations
 - c. Site Plan(s) with scale 1/8" = 1' (for new construction and additions)
 - d. Site Section(s) with scale 1/8" = 1' (when requested by HDRC)
3. Photographs - A minimum of three views of the area(s) under review
4. Specifications of Exterior Materials - To include, but not limited to:
 - a. roof
 - b. windows and doors
 - c. siding; brick, stucco, wood
 - d. shutters
 - e. paving
 - f. exterior lighting
 - g. trim work
 - h. color scheme
 - i. chimneys
 - j. fencing and walls
 - k. utilities and mechanical equipment locations and specifications

(Manufacturer's specification sheets on these items to accompany the application).
5. Signs - A 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.
