

# Town of Gordonsville, Virginia



## CERTIFICATE OF APPROPRIATENESS APPLICATION PACKAGE

- Application process
- Map of Gordonsville Historic District
- Inventory of Historic District Properties
- Historic Overlay District Guidelines
- Certificate of Appropriateness application form

## CERTIFICATE OF APPROPRIATENESS APPLICATION PROCESS

1. The Town of Gordonsville **requires** a pre-application conference with the full Architectural Review Board or the Chairperson prior to the submittal of an application for a certificate of appropriateness. Town staff will set up the meeting. A pre-application meeting with the Chair shall take place within twenty (20) days of the request. A pre-application with the full board shall take place at the next regularly scheduled meeting. (*The Board of Architectural Review meets on the 1<sup>st</sup> Wednesday of every month*).
2. The applicant must submit an original hard copy and a digital copy of a completed application along with the required supporting documentation (*please see application form for list*). Applications for any request that also require a Town Zoning permit (*such as new construction or sign*) must also include a Town zoning permit application. Action on the zoning permit is contingent upon action on the Certificate of Appropriateness.
3. Town staff will review the application package for completeness and forward copies to the Board of Architectural Review. If the application is deemed incomplete, it will not be forwarded to the Board of Architectural Review until all necessary information has been provided. The Board of Architectural Review will consider the application at their next regular meeting. **The deadline for submittal for consideration by the Board of Architectural Review is two (2) weeks prior to the meeting date.**
4. A copy of the Town of Gordonsville Historic Overlay District Ordinance can be found on the Town web site at [this link](#).
5. A copy of the Town of Gordonsville Historic District Design Guidelines can be found on the Town web site at [this link](#).
6. A map of the Town's historic district can be found on the Town website at [this link](#).
7. A listing of properties located within the Town's historic district can be found at [this link](#).
8. The National Register of Historic Places Inventory—Nomination Form from which the Town's historic district was created can be found at this [link](#).



**Town of Gordonsville, Virginia**

**Office of the Zoning Administrator**

PO Box 276, 112 S. Main Street  
Gordonsville, Virginia 22942  
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E-mail [dkendall@gordonsville.org](mailto:dkendall@gordonsville.org)

**CERTIFICATE OF APPROPRIATENESS**

**I. PRE-APPLICATION MEETING HELD ON:** \_\_\_\_\_

**II. PROPERTY IDENTIFICATION AND LOCATION**

Tax Map Identification Number: \_\_\_\_\_

Physical Address of the site: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

Contractor's Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

\*Does Contractor have a Town of Gordonsville Business License?  YES  NO

**III. DESCRIPTION OF PROPOSED WORK (check all that apply)**

- New structure/building
- Addition to existing structure/building
- Exterior Change
- Driveway/Parking area
- Sign
- Wall/Fence
- Demolition
- Relocation
- Other \_\_\_\_\_

**IV. SUPPORTING DOCUMENTATION (required)**

**A. New Construction or Alterations**

Applications involving new construction or exterior alteration of existing structures shall be accompanied by the following support documentation:

- Site plan or plat of property showing lot dimensions; location, size, and use of existing and proposed structures; yard dimensions; location of private and public easements; water courses; fences; adjoining street names and right-of-way width.
- Photographs of the subject property and photographs of the buildings on contiguous properties.
- Detailed and clear descriptions of any proposed changes in the exterior features of the subject property, including but not limited to the following: the general design, arrangement, texture, materials, and signs, to be used and other exterior fixtures and appurtenances. Samples of material may be required.
- Information showing the relationship of the proposed change to surrounding properties.

**B. Demolition or Partial Demolition**

Applications involving full or partial demolition of structures within the district shall be accompanied by the following support documentation:

- Detailed and clear descriptions of any proposed changes in the exterior features of the subject property.
- Photographs of the subject property and photographs of the buildings on contiguous properties.
- Information showing the relationship of the proposed change to surrounding properties.
- Post-demolition plans, for all principal structures to be demolished on any site governed by this article and the appropriateness of such plans to the architectural character of the district.
- A structural evaluation and cost estimates for rehabilitation, prepared by a professional engineer, shall be provided by the applicant in the case of a demolition request where structural integrity is at issue. The Board of Architectural Review may waive the requirement for a structural evaluation and cost estimates in the case of an emergency, or if it determines that the building or structure proposed for demolition is not historically, architecturally or culturally significant.

**V. ADDITIONAL REMARKS**

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\_\_\_\_\_  
**Signature of Property Owner(s)** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
Please print name of signature

*The issuance of a Certificate of Appropriateness shall not, in and of itself, authorize any construction, reconstruction, alteration, repair, demolition, or other improvements or activities requiring a Town zoning permit or County building permit. Where a zoning or building permit is required, no activity authorized by a Certificate of Appropriateness shall be lawful unless conducted in accordance with the required zoning or building permit.*

*Approved Certificates of Appropriateness are valid for twelve (12) months.*

**FOR OFFICE USE ONLY**

**Application Package Complete**    Yes    No   **If no, date of completion** \_\_\_\_\_

**BAR Review Date:** \_\_\_\_\_   **BAR Action:**    Approved    Denied

**Sign approved by Zoning Administrator pursuant to Section 610.11-1 of the Town’s Land Development Ordinance.**

**Permit Number** \_\_\_\_\_

**This permit shall expire on** \_\_\_\_\_ **20** \_\_\_\_\_ *(Pursuant to Section 610.13(a) Town of Gordonsville Land Development Ordinance).*

\_\_\_\_\_  
**Signature of Zoning Administrator** \_\_\_\_\_  
**Date**