



City of Fredericksburg
COMMUNITY PLANNING & BUILDING DEPARTMENT
715 Princess Anne Street / P.O. Box 7447
Fredericksburg, VA 22404
Telephone: 540-372-1179 Fax: 540-372-6412

CORRIDOR DESIGN REVIEW

Application Date: _____ Project Address: _____

Application is hereby made for a review for the following item(s):

- New Construction Exterior alteration/addition Fence(s)
 Accessory Structure(s) Sign(s)

Applicant Information

Name of Applicant: _____ Phone: _____

Address: _____ Email: _____

Property Owner Information (If different from applicant)

Name: _____ Phone: _____

Address: _____

Provide a description of the proposed work and attach any relevant supporting material.

The undersigned owner/applicant does hereby agree and certify that the information given is true.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

For Completion by the Community Planning & Building Department

- Approved Disapproved

Comments: _____

Development Administrator

Date

Review Procedure

- a.** For new construction (does not include fences or signs): Within five (5) days prior to submitting an application, applicant shall provide written notice to adjacent property owners by certified return receipt mail. Said notice shall ask for public comment on the requested Corridor Design Review be submitted, in writing, to the office of the Development Administrator within 10 days. Evidence of return receipt of such notice shall be provided to the Development Administrator with application.
- b.** Applicant submits a Corridor Design Review application (no fee required) and any relevant supporting materials to the office of the Development Administrator.
- c.** The Development Administrator will review the application for completeness within ten (10) days and notify the contact person of any deficiencies.
- d.** The Development Administrator shall complete the necessary review.
- e.** The Development Administrator shall act to approve, approve with modifications, or deny any request within 60 days of official submission. Action must be in writing and submitted to the applicant within 17 days of the action.
- f.** Any person aggrieved by a decision may appeal such decision to City Council within 21 days of the action.

Submittal Requirements

A. General Information		
1	Application (no fee required)	
2	Return Receipt for Public Notice	
B. For new construction, facade changes, building additions and accessory structures:		
1	A plat of the property showing the location of the proposed construction and/or changes, including the building footprint.	
2	Drawings of elevations that are visible from a public right-of-way	
3	A list of the proposed materials, including material specifications	
4	Setbacks, existing and proposed	
5	Design and location of the proposed parking lots	
6	Vehicular access	
7	Landscaping (including streetscape buffer), existing and proposed	
8	Lighting, as applicable	
C. For Fences		
1	A plat of the property showing the location of the proposed fence with all setbacks labeled	
2	A drawing or photograph, in color, of the fence design	
3	A list of the proposed materials and dimensions	
4	Setbacks, existing and proposed	
D. For Signs		
1	A drawing of the building elevation showing the sign location(s) or for freestanding signs the location of the pole or foundation with all setbacks labeled	
2	An artist's rendering, photograph or sign proof, in color, of the proposed sign(s)	
3	Sign dimensions, proposed materials and any other specifications	
4	Landscaping, existing and proposed	
5	Lighting, as applicable	

Notification Letter to Adjacent Property Owners

Date: _____

Re: _____ (Address/GPIN #)

Dear Neighboring Property Owner,

This letter is to notify you that a Corridor Design Review application will be submitted for approval to the City of Fredericksburg on _____.

You may review the application in Room 215 of City Hall located at 715 Princess Anne Street, Fredericksburg, Virginia, 22401 or call (540) 372-1179 to obtain more information. Public comment will be accepted, in writing, within 10 days from the submission of the application.

Public comments should be addressed to the following address:

Development Administrator, Planning Services Division

Community Planning and Building Department

P.O. Box 7447, Fredericksburg, Virginia 22404-7447

By email to: mesherman@fredericksburgva.gov

The following is information about the project:

Name of Project: _____

Description of Project: _____

Specific Location: _____

Name of Applicant: _____

Address of Applicant: _____

Telephone # of Applicant: _____

Name of Engineer: _____

Sincerely,

Signature

Printed Name

Property Address		
Owner Name		GPIN NUMBER
Mailing Address		
City, State, Zip		

Property Address		
Owner Name		GPIN NUMBER
Mailing Address		
City, State, Zip		

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Mailing Address		
City, State, Zip		

ATTACH ADDITIONAL SHEETS IF NECESSARY

**CERTIFIED MAIL
GUIDELINES**

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)
For delivery information visit our website at www.usps.com™

OFFICIAL USE

Postage \$
Certified Fee \$
Return Receipt Fee (Endorsement Required) \$
Restricted Delivery Fee (Endorsement Required) \$
Total Postage & Fees \$

Postmark Here

Start To
John Doe
00000 Anywhere Street
Anywhere, VA 00000

PS Form 3800, July 2003 File Provided for Institutional Use

PS Form 3800 (Front) (Green/white)

Certified Mail Provides:

- A mailing receipt
- A unique identifier for your mailpiece
- A record of delivery kept by the Postal Service for two years

Important Reminders:

- Certified Mail may ONLY be combined with First-Class Mail, or Priority Mail. For values, please consider Insured or Registered Mail.
- NO INSURANCE COVERAGE IS PROVIDED with Certified Mail. For values, please consider Insured or Registered Mail.
- For an additional fee, a Return Receipt may be requested to provide proof of delivery. To obtain Return Receipt service, please complete and attach a Return Receipt (PS Form 3811) to the article and add applicable postage to cover the fee. Endorse mailpiece "Return Receipt Requested". To receive a fee waiver for a duplicate return receipt, a USPS postmark on your Certified Mail receipt is required.
- For an additional fee, delivery may be restricted to the addressee or addressee's authorized agent. Advise the clerk or mark the mailpiece with the endorsement "Restricted Delivery".
- If a postmark on the Certified Mail receipt is desired, please present the article at the post office for postmarking. If a postmark on the Certified Mail receipt is not needed, detach and affix label with postage and mail.

IMPORTANT: Save this receipt and present it when making an inquiry. Internet access to delivery information is not available on mail addressed to APOs and FPOs.

PS Form 3800 (Back) (Green/White)

PS FORM 3811 (Front) (Green)

Fill in the name and address of the person to whom the notice is to be sent.

Put and "X" in the box for Certified Mail.

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) C. Date of Delivery</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>
<p>1. Article Addressed to:</p> <p>John Doe 0000 Anywhere Street Anywhere, VA 00000</p>	<p>3. Service Type</p> <p><input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail</p> <p><input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise</p> <p><input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p>
<p>2. Article Number (Transfer from service label)</p>	<p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes</p>
<p>PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540</p>	

PS FORM 3811 (Back) (Green)

Use THIS address for "Sender" information:
**OFFICE OF THE DEVELOPMENT ADMINISTRATOR
P.O. Box 7447,
Fredericksburg, VA
22404-7447.** Also use as the return address on the front of the envelope.

Put your application number(s) here.

UNITED STATES POSTAL SERVICE

First-Class Mail Postage & Fees Paid USPS Permit No. G-10

• Sender: Please print your name, address, and ZIP+4 in this box •

Office of the Development Administrator
P.O. Box 7447
Fredericksburg, VA 22404-7447