



ARCHITECTURAL REVIEW BOARD
601 Caroline Street, Suite 400
PO Box 7447
Fredericksburg, Virginia 22404-7447
540-372-1179
planning@fredericksburgva.gov

CERTIFICATE OF APPROPRIATENESS

Application Date: _____ Fees: _____ \$250 New Construction/Additions
_____ \$150 Alterations/Demolition
_____ \$ 75 Administrative Review

Application is hereby made for a Certificate of Appropriateness for the following item (check all that apply):

- New Construction/Addition Exterior alteration Fence(s) Sign(s)
- Accessory Structure Demolition Other _____

Address of Property: _____

Project Description: _____

Property Owner: _____

Applicant or Applicant’s Representative: _____

Contact information for Applicant or Applicant’s Representative:

Mailing Address: _____

Telephone: _____ Email: _____

One set of all supporting materials must be provided in hard copy format. Drawings or plans must be no larger than 11” x 17” and must be to scale. Additional copies must be provided digitally through the City’s FTP website. Applications for new construction of primary structures require the applicant to notify adjacent property owners by certified mail (see reverse).

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

Does any organization hold a preservation easement or similar interest in your property? Yes No

If so, have you consulted with the organization? Yes No

FOR OFFICIAL USE ONLY

Date Application Verified Complete: _____ Verified By: _____

Identification Number: _____ Hearing Date: _____

Action: _____

APPLICATION AND SUBMITTAL PROCEDURE

Before submitting an application, you are encouraged to review the [Historic District Handbook](#) and to discuss your project with Community Planning and Building Department staff. Contact Kate Schwartz, Historic Resources Planner, at (540) 372-1179 or ksschwartz@fredericksburgva.gov. The ARB is additionally available, upon request, to provide guidance for specific projects prior to submittal of a formal application.

Sufficient details and supporting documentation are needed to review applications. Any application that does not include information necessary for evaluation under the criteria defined in City Code §72-23.1 may be rejected, continued, or tabled until information is provided. Please see the “Required Materials” list on the following page to identify the supporting documentation that must be submitted.

The normal processing time for a Certificate of Appropriateness is 30-60 days. Failure to provide adequate documentation may delay the application.

Application Submittal

- Submit in person the following items: Application, Supporting Documentation, and Application Fee to the Planning Services Division, 601 Caroline Street, Suite 400 Fredericksburg VA 22401.
- Staff will determine whether the project is subject to review by staff or by the ARB.
- Administratively reviewed applications are sent to the ARB for its consent at the next regular meeting.
- Staff may request additional information if needed and will provide a deadline for submittal of additional information. If requested information is not provided, review and approval of the application may be delayed.
- For new construction, the applicant must send written notice by certified mail to adjacent property owners. The property owners are those persons shown on current real estate tax assessment records, whose properties abut the subject property as well as those directly across the street. Staff will provide the correct language and details to be included in the letter. Notice must be delivered at least five (5) days prior to the public hearing.

Public Hearing by the ARB

- The ARB meets on the second Monday of each month at 7:00 p.m. in Council Chambers of City Hall. Public notice will be provided for all applications.
- Applicants, project representatives, and/or property owners are strongly encouraged to attend the ARB hearing in order to respond to questions about the proposed project. If no representative is present, the ARB may deny the project or continue its consideration to the next meeting.
- The ARB may request additional information in order to make a fully informed decision, in which case its consideration may be continued to a specified future hearing.

Post-Hearing/ Decision

- Any person aggrieved by a decision of the ARB may appeal such decision to the City Council, provided such appeal is filed in writing within 30 days from the date of the ARB's decision.
- Once an application has been approved, staff will issue a Certificate of Appropriateness that remains valid for two (2) years after the date of approval, or as long as other required permits remain in effect.
- A Certificate of Appropriateness does not constitute general zoning approval or a building permit for any use, building, or structure. Additional permits and associated fees may be required for the project to proceed.

Certificate of Appropriateness Application: Required Materials

TYPE OF REQUEST	Level of Review	Application Fee	Photographs	Site Plan	Elevations/ Design	Perspective or 3D	Rendered Street	Material/ Product	Condition Assesmen	Mailed Notificatio	Wall Section
ADDITIONS	ARB	\$250	✓	✓	✓	*	*	*			✓
SIGNS	Staff	\$75	✓		✓						
FENCES	Staff	\$75	✓	✓	✓						
NEW CONSTRUCTION:											
Primary Structure: Site Plan, Scale, and Massing	ARB	\$250	✓	✓	✓	*	*			✓	
Primary Structure: Architectural Details	ARB	-			✓	*	*			✓	✓
Accessory Structure	ARB	\$150	✓	✓	✓	*	*				
DEMOLITIONS:											
Primary Structure (In part or in total)	ARB	\$150	✓	✓					✓		
Accessory Structure	ARB	\$150	✓	✓					✓		
RELOCATION	ARB	\$150	✓	✓	*	*	*		✓	*	
ALTERATIONS:											
Minor alterations, including: awnings, canopies, storm doors, gutters, downspouts, chimney caps, shutters, lighting fixtures, or similar	Staff	\$75	✓		*			✓			*
Mechanical Equipment	ARB	\$75	✓	✓				✓			
Doors: add, remove, or change in material/style/opening	ARB	\$150	✓		✓			✓	✓		*
Siding: remove, replace, change in material or design	ARB	\$150	✓		✓			✓	✓		*
Paint previously unpainted materials	ARB	\$150	✓		✓			✓	✓		
Porches: open, enclose, change materials or design	ARB	\$150	✓		✓			✓	✓		*
Roof: change in material or shape	ARB	\$150	✓		✓			✓	✓		*
Windows: replacement, change in openings	ARB	\$150	✓		✓			✓	✓		*
Architectural Details	ARB	\$150	✓		✓			✓	✓		*
Storefronts	ARB	\$150	✓		✓	*	*	✓	✓		*
TEMPORARY EMERGENCY STABILIZATION	Staff	\$75	✓	*	*			✓	✓		

Key: (✓) = Items required to be submitted by the applicant.

(*) = Items which may be required, consult with staff to verify.



ARCHITECTURAL REVIEW BOARD 2022 FILING DEADLINES AND MEETING DATES

FILING DEADLINE	DEADLINE FOR ADMINISTRATIVE ITEMS	MEETING DATE	PUBLIC NOTICE DATES
December 17, 2021	December 28, 2021	January 10, 2022	December 27, 2021 / January 3, 2022
January 21, 2022	February 1, 2022	February 14, 2022	January 31, 2022 / February 7, 2022
February 18, 2022	March 1, 2022	March 14, 2022	February 28, 2022 / March 7, 2022
March 18, 2022	March 29, 2022	April 11, 2022	March 28, 2022 / April 4, 2022
April 15, 2022	April 26, 2022	May 9, 2022	April 25, 2022 / May 2, 2022
May 20, 2022	May 31, 2022	June 13, 2022	May 30, 2022 / June 6, 2022
June 17, 2022	June 28, 2022	July 11, 2022	June 27, 2022 / July 4, 2022
July 15, 2022	July 26, 2022	August 8, 2022	July 25, 2022 / August 1, 2022
August 19, 2022	August 30, 2022	September 12, 2022	August 29, 2022 / September 5, 2022
September 16, 2022	September 27, 2022	October 10, 2022	September 26, 2022 / October 3, 2022
October 21, 2022	November 1, 2022	November 14, 2022	October 31, 2022 / November 7, 2022
November 18, 2022	November 29, 2022	December 12, 2022	November 28, 2022 / December 5, 2022
December 16, 2022	December 27, 2022	January 9, 2023	December 26, 2022 / January 2, 2023

The Architectural Review Board meets to conduct a public hearing and to consider applications on the second Monday of each month at 7:00 p.m. in Council Chambers, City Hall, 715 Princess Anne Street, Fredericksburg, Virginia. **The applicant, or his or her representative, should be present to answer questions from the Board.** A second meeting may be scheduled for the fourth Monday of the month as a work session.

Applicants must submit the application and accompanying fee (payable to the City of Fredericksburg) to the Community Planning & Building Department, Suite 400, 601 Caroline Street – Executive Plaza. **One set of all supporting materials must be provided in hard copy format. Drawings or plans must be no larger than 11" x 17" and must be to scale. Additional copies must be provided digitally through the City's FTP website.** Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m.

** Filing deadlines are established to allow adequate time to process applications and comply with public notification requirements. Applications must be **complete** by the deadline in order to be heard on the corresponding meeting date. Public notice will appear in the *Free Lance-Star*.