

Department of Planning
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Chesapeake, Virginia 23328-5225
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Chesapeake Local Historic District
CERTIFICATE OF APPROPRIATENESS
APPLICATION INSTRUCTIONS

PURPOSE

The primary function of the Chesapeake Historic and Architectural Review Board (the "Board") is to provide for the review of all significant exterior modifications visible from a paved public street within the Chesapeake Historic and Cultural Preservation District, and to determine whether or not these proposed changes will be compatible with the surrounding area. A Certificate of Appropriateness may be issued by the Review Board, or in the case of certain minor modifications deemed not to adversely affect the character of the Historic District, may be issued by the Director of Planning or designee. Applications after the work commences is classified as an After the Fact Application. **The filing fee for an After-the- Fact Application is \$250.00.**

SUBMITTAL REQUIREMENTS

The procedures vary depending on what alterations are proposed.

General Certificates - The Board allows staff to administratively approve the following alterations listed below. The submittal requirements include a complete application, a current color picture of the house, and color brochures/pictures of the planned improvement of the work that is being proposed.

- Replacement of like for like materials.
- Repainting resulting in the same color or in a color scheme previously approved by the Board.
- Painting of new or unfinished surfaces so long as selected color is from an approved palette and there are no more than two selections.
- Addition or replacement of storm windows or storm doors that match the color and architectural style of the existing trim.
- Addition or replacement of heating and cooling systems that are screened by landscaping.
- Addition or replacement of canopies and awnings.

SUBMITTAL REQUIREMENTS

- Addition or replacement of fences that are painted white on the sides visible from a paved public street so long as the selected style is from an approved list.
- Addition or replacement of television or radio antennas, satellite dishes (18" or smaller) or solar collectors.
- Construction of sheds if in a fenced backyard or screened from public view by landscaping and less than 150 square feet and 8.5' in height.
- Upgrade from asphalt to architectural shingle of the same color.

During the application process, if there is any doubt as to the issuance of a general certificate of appropriateness, then such application is referred to the Board for consideration.

Historic and Architectural Review Board Applications – Applicants shall include 1 original and 10 copies of the completed application, descriptions, specifications, plans, sketches, and other written materials. Additionally, applicants shall submit a disk containing all relevant digital photographs and one color print of each photograph.

New Construction

- Surveyed site plan with proposed buildings or structure(s) indicated, as well as on-site parking, as needed.
- Front and side elevations drawn to scale with architectural details enlarged where subject to public view from a paved public street.
- Samples, photographs, and/or brochures of siding, brick types, roof shingles, paint chips, doors, windows, ornamentation, and general exterior materials.
- Arrangement of proposed exterior lighting.
- Photographs of the property and adjoining or opposite properties.

Additions to Existing Structures

- Surveyed site plan or city tax map with addition(s) shown if a change in the building footprint of the main structure is involved.
- Elevations of front and/or sides to scale to show intended alterations with enlarged details where subject to public view from a paved public street.
- Photographs of the existing structure and property.
- Samples, photos, and brochures of siding, brick type, roof shingles, paint chips, door, windows, ornamentation, and other exterior materials.
- Arrangement of proposed exterior lighting.
- Proposed signs with appropriate detail as to character and location.

Alterations or Repairs

- Written description of work to be performed accompanied by samples, photos, or brochures of siding, brick type, roof shingles, paint chips doors, windows, and similar facilities for review.
- Photographs of the building and structure.
- 3 quotes to repair as well as to replace a feature with an alternate material.

SUBMITTAL REQUIREMENTS

- If photos are utilized to demonstrate the need for an alternate material, they must be detailed and numerically keyed to the location on the house utilizing the elevation views of the front, back, rear and side. An ice pick test is useful to demonstrate rotten wood. If deterioration is difficult to prove through pictures or you do not choose to conduct an ice pick test, then a non-biased home inspector, certified by the Virginia Board for Asbestos, Lead, and Home Inspectors, shall certify that the element is beyond repair. This individual may not be the contractor making the repairs.

Relocations

- Photographs of the building or structure to be relocated and adjacent properties.
- Photographs of the premises to which the building or structure will be relocated.
- Written description of reasons for the relocation and the proposed use of the vacated property.

Demolitions

- Photographs of the building or structure to be demolished to illustrate its state of disrepair.
- Written report from Department of Development and Permits relative to the condition of the building or structure.
- Written description of any building or structure to remain and any new building or structure proposed to replace the demolished building or structure.

Application Process for Board Items

The deadline for submitting an application for a Certificate of Appropriateness is 10 days prior to the second Thursday of the month. All applications are to be submitted to the Planning Department prior to 5:00 p.m.

The Planning Department will review the application for completeness and returned to the applicant if deemed incomplete.

The Chesapeake Board of Historic and Architectural Review will consider the application at a public meeting held on the second Thursday of the month at 6:00 p.m. at the South Norfolk Library. The public meeting is open to all citizens. The applicant or agent must attend the Board meeting. **Failure of the applicant or agent to attend the meeting will likely delay action by the Chesapeake Board of Historic and Architectural Review.**

At the public hearing, the Chesapeake Board of Historic and Architectural Review will hear the applicants request and will ask if there are any comments from staff, adjacent property owners, or the general public. The Board considers all information and either approves the application as presented, approves it with conditions or safeguards, disapproves the application, or continues the application a month for more information.



Application for Certificate of Appropriateness

CHESAPEAKE PLANNING DEPARTMENT

APPLICATION NUMBER: _____
(Assigned by Chesapeake Planning Department)

1. Address/Location of Project: _____

2. Applicant(s): _____

Address: _____

City: _____ State: ____ Zip: _____

Daytime Phone: _____ FAX Number: _____

E-mail address: _____

3. Owner: (If different from applicant)

Name: _____

Address: _____

City: _____ State: ____ Zip: _____

Daytime Phone: _____ FAX Number: _____

E-mail address: _____

Signature of Applicant/Agent & Date: _____

4. Nature of the Application (add additional typed sheets if necessary):

Application for Certificate of Appropriateness

Planning Staff to Complete:

Is the Application After-the-Fact? YES _____ NO _____

If so, request payment of \$250 fee.

Can Application be administratively approved? **(See pages 1-2 of the instructions)** If so, provide date of approval _____ (Date) by _____ (Planner Name)

Certificate Number _____

If application needs to go to Board, please provide the date of the next meeting _____ (see calendar and deadlines). **See pages 2-3 of the instructions for supplemental submittal requirements.**

Certificate Number _____

If application goes to Board, have the applicant complete the following:

I, _____, *hereby grant permission for City staff & members of the Historic and Architectural Review Board to enter my site to view exterior areas related to this Certificate of Appropriateness Application.*

**CERTIFICATE OF APPROPRIATENESS APPLICATION
CHECKLIST
FOR
THE BOARD OF HISTORIC AND ARCHITECTURAL REVIEW**

Please indicate the required items provided prior to submitting your application to the Planning Department for review by the Board of Historic and Architectural Review:

General Information:

- \$250 After the Fact fee, if required.
- 1 original and 10 copies of the information listed below.
- 1 disk containing all digital photographs and 1 color copy of each.

New Construction

- Completed application form.
- Surveyed site plan (including proposed buildings, structure(s), parking, etc.).
- Front and side elevations drawn to scale with architectural details enlarged where subject to public view from a paved public street.
- Samples, photographs, and/or brochures of siding, brick types, roof shingles, paint chips, doors, windows, ornamentation, and general exterior materials.
- Arrangement of proposed exterior lighting.
- Photographs of the property and adjoining or opposite properties.

Additions to Existing Structures

- Completed application form.
- Surveyed site plan or city tax map with addition(s) shown if a change in the building footprint of the main structure is involved.
- Elevations of front and/or sides to scale to show intended alterations with enlarged details where subject to public view from a paved public street.
- Photographs of the existing structure and property.
- Samples, photos, and brochures of siding, brick type, roof shingles, paint chips, door, windows, ornamentation, and other exterior materials.
- Arrangement of proposed exterior lighting.
- Proposed signs with appropriate detail as to character and location.

**CERTIFICATE OF APPROPRIATENESS APPLICATION
CHECKLIST
FOR
THE BOARD OF HISTORIC AND ARCHITECTURAL REVIEW**

Alterations or Repairs

- Completed application form.
- Written description of work to be performed accompanied by samples, photos, or brochures of siding, brick type, roof shingles, paint chips doors, windows, and similar facilities for review.
- Photographs of the building/structure.
- 2-3 quotes to repair the structure/architectural element and 2-3 quotes to replace the feature with an alternate material.
- If photos are utilized to demonstrate the need for an alternate material, they must be detailed and numerically keyed to the location on the house utilizing the elevation views of the front, back, rear and side. An ice pick test is useful to demonstrate rotten wood. If deterioration is difficult to prove through pictures or you do not choose to conduct an ice pick test, then a non-biased home inspector, certified by the Virginia Board for Asbestos, Lead, and Home Inspectors, shall certify that the element is beyond repair. This individual may not be the contractor making the repairs.

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- Completed application form
- Photographs of the building or structure to be relocated and adjacent properties.
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- Written description of reasons for the relocation and the proposed use of the vacated property.

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- Completed application form
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