



Architectural Review Board Application for Certificate of Appropriateness

Department of Development – WWW.CulpeperCounty.gov – (540) 727-3404 – Fax: (540) 727-3461

Review Fee: \$500.00 Plus mailing & advertising costs

Property Owner or Applicant Contact Information

First Name: _____ Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Email: _____

Tax Map/ Parcel No. _____

Parcel Information

Street Address (if different from above): _____

Zoning District: _____

Magisterial District: _____

Statement of Intent

I We The Owner(s) Contract Owner(s)

Of (Address or Tax Map/ Parcel No) _____

Containing (total sq. ft. or acres) of land _____

Do hereby apply for a certificate of appropriateness as required by Article 30 of the Zoning Ordinance of the County of Culpeper for the purpose of:

Please submit any additional documentation that you feel will assist in processing your application. (see Architectural Review Board checklist)

By signing this application, I acknowledge that on any matter before the Architectural Review Board for determination, the Applicant, or a representative of the Applicant who is fully authorized, able, and willing to act on behalf of the Applicant and to answer to the Board's questions, fails to appear before the Board in its proceeding on the Applicant's matter, the Board may deem the absence of the Applicant or representative, to be a request by the applicant for a tabling of the matter.

Please print this application and sign below:

_____ Date Submitted: _____

NOTICE

Culpeper County does not discriminate - against religions or on the basis of sex, age, race, national origin, or a disability - in its planning and land use processes. If you believe that you have been discriminated against or that the Religious Land Use & Institutionalized Persons Act (“RLUIPA”) has been violated, please ask for a complaint form.

Under the laws of the United States and the Commonwealth of Virginia, no government may discriminate against religions or on the basis of sex, age, race, national origin, or a disability - in its planning and land use processes.

Under RLUIPA, no government may apply its zoning or land use laws, or its policies and procedures in a manner that unjustifiably imposes a substantial burden on the religious exercise of a person, including a religious assembly or institution.

RLUIPA also provides that no government may apply its zoning or land use laws in a manner that treats a religious assembly or institution on less than equal terms that a non-religious institution or assembly.

Finally, RLUIPA provides that no government may impose or implement a land use regulation in a manner that discriminates against a religious assembly or institution.

Culpeper County does not discriminate against religions in its planning and land use processes. If you believe that you have been discriminated against or that the Religious Land Use & Institutionalized Persons Act (“RLUIPA”) has been violated, please ask for a complaint form.

ARCHITECTURAL REVIEW BOARD

Submittal Requirement Checklist

NOTE TO APPLICANTS: The following information is required, unless specifically waived by the Zoning Administrator, prior to processing a Certificate of Appropriateness review. The Architectural Review Board may require additional materials to support the submittal or to support any general or specific deviation from the Design Guidelines. Please include this checklist with you submittal package. Your package should include 12 submittal packets.

Project Name: _____

1. Complete application for final review, including:
 - Tax Map and Parcel Numbers
 - Location and Street Address
 - Name of contact person(s) with current addresses, phone numbers, and e-mail
 - Written description of the proposal addressing how the Architectural Design Guidelines have been considered
 - Written narrative of how the proposal is compatible with the architecture found in the immediate surrounding area and addressing the compatibility with the architectural vernacular of Culpeper County at large as delineated within the Design Guidelines
 - Certificate of Appropriateness fee payable to the County of Culpeper

2. 12 copies of a Landscape Plan set to a specific scale that includes the following:
 - A comparative table or narrative delineating how the proposed plan meets the requirements within Appendix A, Article 33; and how the plan has been enhanced to satisfy the intent of the Architectural Design Guidelines.
 - A landscape key
 - Location of existing and proposed tree line(s)
 - Location of significant individual existing trees (6" caliper or greater) or groups of trees identified by common name and caliper that may be used as screening or as enhancement to the planted landscape
 - Location of all utilities and associated easements; location and height of aboveground utilities and easements.

3. 12 color copies of to scale perspective sketches of all elevations of the proposed building that will be visible from the Entrance Overlay Corridor, and digital submission of the façade renderings.

- “Close-up” color photographs of materials to be used as façade treatments and of roof materials (*actual samples may be substituted for color photos)
4. 12 copies of a Lighting Plan that includes:
 - Location of all proposed wall and site lighting
 - Descriptions and graphic representations of proposed lighting fixtures. Include information on the illumination type, intensity, style of fixture, shielding, color, and height of fixtures.
 - Statement indicating compliance with Appendix A, Article 32
 5. 12 copies of the Site Plan (general / overall layout page)
 6. Location and detail of any proposed freestanding or building mounted signage demonstrating compliance with the intent of the Architectural Design Guidelines. A statement of compliance with Appendix A, Article 11.
 7. Electronic Version of all application material shall be submitted in PDF format.