



**TOWN OF MIDDLEBURG**

10 West Marshall Street, PO Box 187  
Middleburg, Virginia 20118-0187  
540-687-5152 FAX 540-687-3804

Application # COA \_\_\_\_\_

**CERTIFICATE OF APPROPRIATENESS**

Applicant Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

\_\_\_\_\_

email: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

email: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

Parcel #: \_\_\_\_\_

Prop. Owner Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

email: \_\_\_\_\_

\_\_\_\_\_

**Project Description**

- New Construction     Exterior Alteration     Addition     Demolition     Sign(s)
- Minor Actions:     Repainting     Storm Doors/Storm Windows     Minor Landscaping Structure

**Summary of Work**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR ALL APPLICATIONS:**

- Submit one copy of all materials either 1) in hard copy, with no materials exceeding 11"x17" (tabloid) in size, OR 2) electronically via .pdf format to [townplanner@middleburgva.gov](mailto:townplanner@middleburgva.gov). Electronic submission is preferable, but not required. Material samples (such as paint cards, hard samples of siding, roof materials, etc) can be brought to the review meeting in person.**
- Written Description** - Describe clearly and in detail the nature of the project. The HDRC uses the adopted *Historic District Design Guidelines* as a basis for review of applications. Applicants should carefully review their proposal relative to these guidelines prior to submission and INCLUDE how it relates to these documents.
- Photographs** - A minimum of three views of the area(s) under review
- Specifications of Materials** - to include, but not limited to: roofing, siding, windows & doors, trim work, color scheme, chimneys, shutters, utilities and mechanical equipment locations and specifications, exterior lighting, fencing, walls, and paving. (Include Manufacturer's specification sheets whenever possible.)
- The applicant or a representative must be at the meeting to answer any questions the Committee may have and to discuss any possible changes or suggestions.
- All projects must also comply with all applicable Codes and Ordinances (Building Code, Zoning, etc).

(cont. on next page)

**PLUS:**

For **SIGNS** – Detailed, scaled drawing showing dimensions, style and size of letters, colors, sample and type of material, proposed location on the building elevation (or the site, for freestanding), and details of type (if any) of illumination. A COPY OF THE SIGN PERMIT APPLICATION MUST ALSO BE INCLUDED.

For **NEW CONSTRUCTION, ADDITIONS, MAJOR RENOVATIONS**

Architectural Drawings:

- Dimensioned outline of the building (min. scale of 1/4" = 1')
- Dimensioned elevations of new construction and adjacent existing elevations (min. scale of 1/4" = 1')
- Site Plan(s) (for new construction and additions)
- Site Section(s) (when requested by HDRC)

**PLEASE NOTE:**

- All materials must be submitted in such a manner that their review does not require professional interpretation.
- All materials submitted will become the property of the Town of Middleburg.

**Acknowledgement of Responsibility**

I, the **PROPERTY OWNER OR AUTHORIZED AGENT**, understand that all applications requiring review by the HDRC must be complete and must be submitted fourteen (14) days before the HDRC meeting date; otherwise consideration will be deferred to the following meeting. I agree to comply with the conditions of this certificate and all other applicable Town regulations and to pursue this project in strict conformance with the plans as approved. I understand that no changes are permitted without prior approval of the Town and that failure to follow approved plans is a violation of the Zoning Ordinance punishable as provided therein.

Owner/Agent signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	
Date Filed: _____	Fee amount: _____ Date Paid: _____ COA #: _____
Minor Project: <input type="checkbox"/> Exclusion Approval, or <input type="checkbox"/> COA required per Zoning Administrator	
HDRC Action: <input type="checkbox"/> Approval <input type="checkbox"/> Conditional Approval <input type="checkbox"/> Denied Date: _____	
HDRC Comments/Conditions: _____ _____	
If Appeal, Town Council Action: <input type="checkbox"/> Approval <input type="checkbox"/> Denied Date: _____	
Town Council Conditions: _____	
Approved: _____ Zoning Administrator	Date: _____
<b>THIS CERTIFICATE EXPIRES ONE YEAR FROM THE APPROVAL DATE IF THE AUTHORIZED ACTIVITY HAS NOT BEEN COMMENCED AND DILIGENTLY PURSUED. NO DEVIATIONS FROM THE APPROVED PLANS ARE PERMITTED WITHOUT PRIOR APPROVAL.</b>	