



# Certificate of Appropriateness Application

[www.portsmouthva.gov/181/Planning-Department](http://www.portsmouthva.gov/181/Planning-Department)

801 Crawford Street, Portsmouth, Virginia 23704

**Notes:**

1. A Certificate of Appropriateness (COA) is required prior to most exterior work in the Downtown Design (DD) Overlay District and in the Olde Towne, Park View, Port Norfolk, Cradock, and Truxtun Historic Districts (zoned HR, HLO, and HLB). An approved COA is required before any other applications can be filed.
2. A Pre-Application Conference is not required for a Certificate of Appropriateness but applicants are strongly encouraged to discuss the proposed project with Planning Department staff prior to submitting a COA application.
3. Applicants are encouraged to consult the Downtown Design Manual or appropriate historic district design guidelines found on the Planning Department website. The Approved Paint Colors PDF is also available on the Planning Department website.
4. Depending on the proposed activity, the review and decision on a COA application may be undertaken by staff, the Historic Preservation Commission (HPC), or the Downtown Design Commission (DDC). See the matrix in district guidelines to identify the appropriate review body based on the proposed project type.
5. Omitting information pertaining to your project from the project description narrative or other required submissions for this application will cause your application to be deemed incomplete.
6. No action will take place, nor will any request be placed on any agenda, if staff determines that the application is incomplete.
7. COAs may be revoked at such point in time if omitted or incorrect information has been brought to light.
8. No application will be processed while violations exist on the property or if there are outstanding fines, taxes, liens, or other fees are owed to the City of Portsmouth, unless the application and/or approval would remedy the violation.
9. A site visit may also be required for consideration of your application. Your signature on the accompanying Master Development Application Form allows members of the Historic Preservation Commission, Downtown Design Committee, and/or staff to enter the property to view the exterior of any buildings or structure on the site.
10. **There is no fee if application is submitted prior to work being started. A \$250 - \$1,000 fee will be charged if work has begun prior to approval or fee as established in City Code Appendix A Portsmouth Fee Schedule.**

### 1. General Project Information

Submission Date:												
Project Address:												
Tax Parcel Identification Number:												
Lot Area (in square feet):				Zoning District:								
District Location:	<input type="checkbox"/>	Downtown	<input type="checkbox"/>	Olde Towne	<input type="checkbox"/>	Port Norfolk	<input type="checkbox"/>	Park View	<input type="checkbox"/>	Cradock	<input type="checkbox"/>	Truxtun
Type of Work:	<input type="checkbox"/> Changes to an Existing Structure/Site			<input type="checkbox"/> New Construction			<input type="checkbox"/> Addition(s)			<input type="checkbox"/> Demolition		
Were the Historic District and/or Downtown Guidelines consulted for this project?	<input type="checkbox"/> Yes			<input type="checkbox"/> No			<input type="checkbox"/> Don't Know					

### 3. Project Description Narrative

Describe all exterior work on the building and site that can be seen from a public right-of-way. Be sure to indicate all proposed exterior materials and colors. Consult Approved Paint Colors PDF for color choices. Use additional sheets and attach manufacturer's information sheets where appropriate.

**4. Project Activities**  
**Check all the items below that are included in the project**  
*Include a drawing and/or site plan of all included items*

New Construction			
Exterior modification of an existing building			
	Windows	Siding	Roof
	Porch	Other (specify in narrative)	
Addition to an existing building			
Size of Addition (square feet):		Value of Addition:	\$
Use of Addition:			
Modifications to an existing parking lot			
Installation of new parking lot, parking spaces, or loading spaces			
Installation or modification of any landscaped areas			
Installation or modification of HVAC equipment			
Installation or modification of trash collection area (e.g. dumpster or cardboard recycling)			
Installation or modification of exterior lighting			
Installation or modification of fence or wall			
Installation or modification of sign (Sign Zoning Permit Application also required)			
Installation or modification of outdoor storage area			
Installation or modification of accessory building (if over 256 square feet in size, a building permit will be required)			
Installation of solar panels			
Installation or modification of other site features (provide details in Project Description Narrative above)			

**5. Primary Point of Contact Information**

Primary Point of Contact Name:	
Mailing Address:	
Phone	
Email Address:	

**6. Property Owner Information** *(if different from primary point of contact)*  
*The property owner must sign the property owner consent box. See item number 7 below.*

Property Owner Contact Name:	
Mailing Address:	
Phone	
Email Address:	

**7. Property Owner Consent**

By signing this application below, I, as the owner of the property under review, give my endorsement of this application.

In lieu of having property owner sign, I as the applicant, have provided the front page and signature page of a legally executed lease.

<b>Property Owner or Authorized Signature</b>		<b>Date Signed</b>	
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**8. Applicant Signature**

By signing this application below, I hereby attest to the truth and accuracy of all facts and information presented with this application.

<b>Applicant Signature</b>		<b>Date Signed</b>	
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**See Submittal Requirements Checklist on Page 3**

### Submittal Requirement Checklist

*Submit digital copies of all required documents. Hard copies of some documents may be required.*

#### A. GENERAL REQUIREMENTS FOR ALL COA APPLICATIONS

Certificate of Appropriateness Application
Application fee or fee as established in City Code Appendix A Portsmouth Fee Schedule, if work has begun prior to COA approval
Color photographs of the site showing all public views of site and areas where work will be done
A materials sample sheet showing color, type, manufacturer, and item number of new materials being proposed (i.e. windows, siding, roofing materials, etc.)
Any additional information determined to be necessary by Planning staff

#### B. SUBMITTAL REQUIREMENTS FOR CHANGES TO AN EXISTING STRUCTURE

Scaled physical survey of the property and proposed alterations (if applicable)
Elevation drawings for building facades subject to modification (if applicable)
Floor plans of affected areas of the historic structure (if applicable)

#### C. SUBMITTAL REQUIREMENTS FOR SITES

Scaled physical survey of the property and proposed alterations (if applicable)
Elevations of proposed fences and other structures with dimensions (if applicable)

#### D. SUBMITTAL REQUIREMENTS FOR SIGNS

Site drawing showing sign location
Scaled drawing showing sign face, border, mounting mechanism, color, size of sign and lettering, and materials

#### E. SUBMITTAL REQUIREMENTS FOR NEW CONSTRUCTION AND ADDITIONS

##### 1. BUILDING INFORMATION: Submit on separate sheets.

Elevation for each building facade
Description of the type of material(s) used on each façade elevation
Proposed building height(s) in feet and stories
Amount of fenestration on the ground floor and upper floor front façade of a commercial building (if applicable)

##### 2. SITE INFORMATION: All of the following information must be provided on a physical survey. Submit survey on separate sheet.

Acreage and square footage of the site
Proposed building height(s) in feet and number of floors
Footprints of all existing and proposed buildings, elevated decks, and covered porches, and accessory structures over 256 square feet in size (if applicable)
Front yard, side yard, corner/end side yard, and rear yard setbacks (if applicable)
All easements with dimensions and designation as to type (if applicable)
Location and description of all existing man-made structures and site features (including monuments, etc.) both above and below ground (if applicable)
Location of vehicular site access and off-street parking areas, including number of spaces (if applicable)
Location of trash collection areas, including dumpster pads and screening features (if applicable)
Location, height, and materials of proposed fences or walls (if applicable)
Location, height, and materials of proposed signs (if applicable)

#### G. SUBMITTAL REQUIREMENTS FOR DEMOLITION

A statement describing the need for demolition and plans for new use of property
Feasibility study/structural study/cost estimate for rehabilitation
Color photographs showing need for demolition

For demolition projects disturbing more than 2,500 square feet, a land disturbance permit will also be required

<b>OFFICE USE ONLY</b>	Case Number (Tidemark):	
	Accepted Date:	

#### APPROVALS

	Signature	Approval Date	Comments or Additional Case Numbers
Design District/Historic District:			

HPC/DDC Hearing Date:		HPC/DDC Action:	
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