

CLIFTON FORGE ARCHITECTURAL REVIEW BOARD

Application Procedure for Certificate of Appropriateness

1. Applicant picks-up application for Certificate of Appropriateness from the City Manager's office or at the Clifton Forge Main Street office.
2. Application must be accompanied by:
 - i. detailed plans of the project;
 - ii. photographs or drawings of the proposed project; and
 - iii. samples of materials and colors.
- a. In the case of signs, the following information will be needed:
 - i. dimensions
 - ii. subject matter
 - iii. colors of the letters, fields and borders with samples
 - iv. materials including that of support
 - v. letter styles and sizes and
 - vi. location on the building or site.
3. Applicant files application and appropriate data with the City Manager two (2) weeks prior to the next Board of Architectural Review meeting. These meetings occur on the third Thursday of each month with the exception of the month of December in which there is no scheduled meeting.
4. The City Manager's office prepares the background information as needed and sends to Board of Architectural Review members at least one week in advance of the scheduled meeting date
5. Members of the Board of Architectural Review visit the site(s) in question during the week before the meeting date.
6. At the meeting, the Board of Architectural Review shall use the following criteria in their consideration of the application:
 - a. Harmony of scale;
 - b. Harmony of materials;
 - c. Affect on the surrounding structures and environment;
 - d. Historic or architectural significance of the proposed action; and
 - e. other criteria deemed necessary.
7. Board of Architectural Review takes action within 30 days or the application is approved.
8. Applicant applies for a building permit in the City Manager's office which is subject to the Virginia Statewide Code and the Clifton Forge Zoning Ordinance. If the permit is issued, a certificate of Appropriateness (signed by the Chair of the Board of Architectural Review and the City Manager) is issued; If denied, appeals may be made to the Clifton Forge City Council.
9. City Manager makes final site inspection after project is completed, to ensure compliance with approved plans and specifications.

CLIFTON FORGE ARCHITECTURAL REVIEW BOARD

Application for Certificate of Appropriateness

NAME OF APPLICANT: _____

ADDRESS OF APPLICANT:

HOME: _____

BUSINESS: _____

OWNER OF BUILDING: _____

PHONE NUMBER: (HOME) _____

(BUSINESS) _____

ADDRESS OF STRUCTURE FOR PROPOSED PROJECT:

PROJECT DESCRIPTION (SIGH, PAINTING, WINDOW TREATMENT, ETC...)

ATTACHMENTS PERTINENT TO THE PROJECT (DRAWINGS, PHOTOGRAPHS, MEASUREMENTS, COLOR SAMPLES, MATERIAL SAMPLES, ETC....) ARE TO BE LISTED BELOW AND ATTACHED TO THE APPLICATION.

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

DATE RECEIVED IN THE CITY MANAGER'S OFFICE: _____

RECEIVED BY: _____