

Abingdon, Virginia



IMPORTANT NOTE:

The complete application along with \$50.00 administrative fee must be filed with the Town of Abingdon's Office of Planning & Zoning no later than the Second Tuesday of the month to be heard at that month's Planning Commission meeting. Applications received after the Second Tuesday of the month will be heard at the following month's meeting. If an application is not **complete**, it will not be included on the meeting agenda. To avoid delays, it is recommended that applicants meet with staff **before the deadline** to review the COA application.

APPLICATION FOR ENTRANCE CORRIDOR, CERTIFICATE OF APPROPRIATENESS Town of Abingdon, Virginia

Town of Abingdon Planning Commission
133 East Main Street • Abingdon, VA 24212
Phone: (276) 628-3167 • Fax: (276) 698-3412

Location of Property	Zoning District
Business Name	Tax Map No:

Applicant/Property Owner Name (PRINT)	Representative Agent(s) Name
Signature	Firm
Mailing Address	Mailing Address
City	City
State/Zip	State/Zip
Phone/Fax Number:	Phone/Fax Number:
Email:	Email:

(Check the Appropriate Boxes - Check all that Apply)

<input type="checkbox"/> Exterior Change	<input type="checkbox"/> Addition	<input type="checkbox"/> Relocation
<input type="checkbox"/> Wall/Fence	<input type="checkbox"/> Deck/Porch	<input type="checkbox"/> Demolition
<input type="checkbox"/> Driveway/Parking Area	<input type="checkbox"/> New Structure/Building	<input type="checkbox"/> Grounds/Landscaping
<input type="checkbox"/> Dumpster/HVAC Screen, etc.	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

The above named person(s)/firm has permission to represent me regarding this request for site plan and architectural review. I understand that I or my representative agent(s) must be present at the Planning Commission Meeting on the date assigned by staff, typically the 4th Monday of the month, to present my proposal and that failure to attend may result in the denial of my proposal by the Commission due to insufficient information. No material change in the appearance of my property, that is viewable from any public street, shall be performed before receiving a Certificate of Appropriateness. I further understand that approval by the Planning Commission for any modifications to homes, buildings, landscaping, or grounds including fences, driveways, and parking areas shall expire 12 months from the date of approval. I hereby authorize town staff and/or members of the Planning Commission the right to enter onto my property during normal business hours for the purposes of investigating my request for a Certificate of Appropriateness. I further authorize Town staff to notify any adjoining property owners of this application for Certificate of Appropriateness.

Signed _____ Date _____

PLEASE READ:

Applicants are encouraged to submit complete applications with sufficient information to enable a clear understanding of the proposal by Planning Commission members and Planning Department staff. Applications that do not clearly communicate the proposed new construction, alterations or changes will result in delays. Planning Department staff will periodically inspect properties for compliance with the COA. Failure to comply may also result in delays in the issuance of a Certificate of Occupancy, fines, or other enforcement actions.

FULL DESCRIPTION OF PROPOSAL:

REQUIRED INFORMATION TO BE SUBMITTED WITH APPLICATION:

Each item submitted is to be INITIALED by the applicant. If you are not submitting any of the requested information, please indicate not applicable and explain in the space provided why it is not necessary for this project.

____ Sketch, drawing and/or elevations showing the proposed changes or improvements

____ Site plan or plat of property

____ Photographs showing property, work in question, and the area of the proposed project

____ A list of materials that identifies the type and quality of materials to be used in the Proposed Project

____ Other (please list)

____ \$50.00 application fee

Applicants may refer to typical submissions kept at the Department of Planning and Zoning of the Town of Abingdon, on the Lower floor of Town Hall, located at 133 East Main Street for illustrations of how to present the required information.

To be Completed by Planning Department Staff (please Initial)

____ COA application has been reviewed and deemed to be complete.

____ List of adjoining property owners notified of this COA application has been attached to this application.

____ An administrative fee of \$50.00 is attached with this application

____ All modifications requiring further review: \$25.00

Code: 011/Budget line item: 100-3-13-030-0400