

Abingdon, Virginia IMPORTANT NOTE:



The complete application along with a \$50.00 administrative fee must be filed with the Town of Abingdon's Office of Planning and Zoning. Applications are due on the first Monday of the month in order for the application to be placed on that month's agenda. The staff needs to have sufficient time to review site plans & post public notices per VA code section §15.2- 2204. Applications received after the deadline will be heard at the following month's meeting. If the application is not complete, it will not be included on the next meeting's 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 West Main Street · P. O. Box 789 · 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 (PRINTED):	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, et.	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

The above named person(s)/firm has permission to represent me regarding this request for 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 each month at 5:30 p.m., to present my proposal and that failure to attend may result in 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 modification 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 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 completed applications with sufficient information to enable a clear understanding of the proposal by the 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: (please attach more sheets if necessary)

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 material 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 a typical submissions kept at the Department of Planning and Zoning of the Town of Abingdon, on the lower floor of the Town Hall, located at 133 West Main Street for illustrations of how to present the required information.

To be Completed/Initialed by Planning Department Staff

- _____ 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.