

# Abingdon, Virginia



**IMPORTANT NOTE:**

The complete application must be filed with the Town of Abingdon's Office of Planning and Zoning no later than 2 weeks prior to the next scheduled meeting in order to be heard at that scheduled meeting of the Historic Preservation Review Board. Applications received after the deadline will be heard at the following month's meeting. If an application is not complete, it will not be included on the next meeting's agenda. To avoid delays, it is recommended that applicants review the Old Historic District's Design Guidelines found at: [www.abingdon-va.gov/announcements.htm#BAR](http://www.abingdon-va.gov/announcements.htm#BAR) and meet with the Planning Department staff before the deadline to review their application.

## APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

### Town of Abingdon, Virginia

Historic Preservation Review Board  
 133 West Main Street · P. O. Box 789 · Abingdon, VA 24212  
 Phone (276) 628-3167 · Fax (276) 698-3412

Location of Property:		Historic District?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Business Name (if applicable):		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, etc.	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____

Per Abingdon, Virginia Code of Ordinances, you may be eligible for local tax credits/abateements. Are you requesting tax credit/abateements for this project? Yes  No

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 Historical Preservation Review Board meeting, on the date assigned by staff, typically the first Wednesday of each month at 5:15 p.m., to present my proposal and that failure to attend may result in denial of my proposal by the Review Board 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 Historic Preservation Review Board 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 Historic Preservation Review Board the right to enter my property during normal business hours for the purposes of investigating my request for a Certificate of Appropriateness.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**PLEASE READ:**

Applicants are encouraged to submit completed applications with sufficient information to allow a clear understanding of the proposal by the Historic Preservation Review Board 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.

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**FULL DESCRIPTION OF PROPOSAL: (please attach more sheets if necessary)**

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**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, and an adequate number of photographs to show the area of the proposed alteration
- Site plan or plat of property
- Details of signage such as: material, color, mounting type & location, wording on sign
- A list of material including color samples that identifies the type and quality of materials to be used in the Proposed Project

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- If you are, requesting tax credits for this project there will be a \$50.00 application fee
  - Other (please attach more sheets if necessary)

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**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.

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