



# Application and Procedures for Certificate of Approval

County of Hanover, Department of Planning  
County of Hanover, Architectural Review Board  
7516 County Complex Road  
P.O. Box 470  
Hanover, VA 23069  
Phone (804) 365-6171 Fax (804) 365-6232  
[www.hanovercounty.gov](http://www.hanovercounty.gov)



# Process for Certificate of Approval Applications

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## **PRE-APPLICATION MEETING (OPTIONAL)**

- Meetings with the Planning Staff are recommended prior to submittal of an application. Please bring material that best illustrates the modifications proposed to the property.

## **SUBMIT APPLICATION FOR CERTIFICATE OF APPROVAL**

- Include application and supplementary information to support the request (such as a sketch plan or building elevations, photographs, sample materials).
- Incomplete applications will not be accepted and will be returned to the applicant.
- The completed application must be submitted no later than the first Monday of every month (if the first Monday falls on a holiday, the deadline will be moved to the next business day).

## **APPLICATION DISTRIBUTION TO ARCHITECTURAL REVIEW BOARD (ARB)**

- The ARB will hear and decide all applications for Certificate of Approval.
- Unless otherwise noted, meetings of the ARB are held the fourth Tuesday of every month at 7:00 p.m. in the Hanover County Government Building.
- Completed applications and supplementary material will be forwarded to the ARB. **TO AVOID DELAYS**, the ARB may request additional information prior to the meeting.

**Request for a Certificate of Approval**

Application is hereby made for a Certificate of Approval and is made subject to the Historic Preservation Overlay District regulations, other local ordinances and State laws that are presently in force or that may hereafter be enacted affecting or regulating thereto. The undersigned applicant agrees to these requirements that are a necessary condition for approval of this certificate.

Please type or print in **black** ink.

**APPLICANT INFORMATION:**

Owner/Applicant: _____ _____	Telephone No. _____ Fax No. _____
Address: _____ _____	Email Address _____ _____

**PARCEL INFORMATION**

Location Description (Street Address if Applicable): _____ _____ _____	Zoning District: _____  GPINs: _____ _____ _____
Historic Preservation Overlay District: _____	
Magisterial District: _____	

**SIGNATURE OF APPLICANT (if not the owner, please provide authorization to apply on behalf of the owner)**

As owner or authorized agent of this property, I hereby certify that this application is complete and accurate to the best of my knowledge, and I authorize County representatives entry onto the property for purposes of reviewing this request.

Signature _____	Date _____
Print Name _____	
Signature _____	Date _____
Print Name _____	

Is there any application relevant to this property and the proposed modifications pending or contemplated by any other regulatory or administrative agency? (example: National Park Service, Virginia Department of Historic Resources, Hanover County Board of Supervisors / Planning Commission, Hanover County Board of Zoning Appeals, Hanover County Commissioner of Revenue, Hanover County Building Inspector)

YES                      NO                      If yes, please explain: \_\_\_\_\_

Are you seeking tax incentives with this project? YES                      NO                      If yes, please identify program: \_\_\_\_\_

DESCRIPTION OF PROPOSAL: (Attach additional sheets, if necessary)
Please give a description of the proposed project:  _____ _____ _____ _____ _____ _____ _____

MATERIALS SUBMITTED WITH APPLICATION: (This application is not complete and will not be forwarded to the Architectural Review Board until all of the following information has been provided to the Planning Department).
Please check material provided with application: Photographs of each side of <b>existing building(s)</b>  Illustrations and/or sample materials  If replacing existing features with new material(s), provide dimensions/specifications of the existing materials to be compared with the dimensions/specifications of the proposed material(s).

**MATERIALS SUBMITTED WITH APPLICATION (CONTINUED) (This application is not complete and will not be forwarded to the Architectural Review Board until all of the following information has been provided to the Planning Department).**

Please check material provided with application:

Architectural plans and elevations drawn to scale for **new construction and additions**. Provide dimensions/specifications of the existing materials to be compared with the dimensions/specifications of the proposed materials.

Site plans drawn to scale for **new construction / additions, significant landscaping / land disturbance, new sidewalks / driveways, lighting**.

Scaled drawings of proposed signs: sign dimensions, style, size of lettering, logos, graphic ornamentation, method of mounting, illumination, and materials.

For wall mounted and projecting signs - a sketch or simulated photograph of the proposed location on the building.

For freestanding signs - a scaled plot plan of the property showing the sign location.

**STAFF USE ONLY:**

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Application Complete? YES                      NO

Action \_\_\_\_\_

Case Number Assigned: \_\_\_\_\_

Tentative ARB Meeting Date: \_\_\_\_\_

## **Certificate of Approval – Criteria**

The ARB will review applications for the erection, construction, reconstruction, remodeling, exterior alteration, razing, demolition, moving or restoration of a building or structure. The ARB will not consider interior arrangement or features not subject to any public view, and will not make any requirements except for the purpose of preventing developments incompatible with the purposes of the Historic Preservation Overlay District. The ARB will consider the following in determining the appropriateness of the issuance of a Certificate of Approval:

- The architectural or historical significance of a structure;
- The exterior architectural features, including all signs incorporated in such construction, which are subject to public view from a public street, way, or place;
- The general design, arrangement, shape, texture, material, color, and fenestration of the building or structure and their relation to similar features of buildings or structures in the HPO District;
- The compatibility of the proposed construction or alteration with the character of the HPO District;
- The extent to which the construction or alteration of the building or structure promotes the purposes of the HPO District; and
- The extent to which denial of a Certificate of Approval would constitute a deprivation to the owner of a reasonable use of his or her property.

In addition, more specific guidelines may apply that are consistent with the standards established for a Historic Preservation Overlay District (HPO)

### **Appeals**

Any applicant or any owner of property located within the particular HPO District in question, when aggrieved by a decision of the ARB, may appeal such decision to the Board of Supervisors.

- Provided that such appeal is filed in writing within thirty (30) days of the date of notification of the ARB's decision.

Any applicant or any owner of property located within the particular HPO District in question, when aggrieved by a final decision of the Board of Supervisors, may appeal its decision to the Circuit Court.

- Provided that such appeal is filed in writing within thirty (30) days of the date of notification of the Board of Supervisors' decision.