

TOWN OF VIENNA, VIRGINIA
WINDOVER HEIGHTS BOARD OF REVIEW
APPLICATION & CHECKLIST OF REQUIRED INFORMATION

Application No. WHBR-_____
(Office Use Only)

OWNER(S): _____ DATE: _____

ADDRESS: _____ PHONE: _____

E-MAIL ADDRESS: _____

LOT: _____ BLOCK: _____ SUBDIVISION: _____ ZONING: _____

CONTRACTOR: _____

REPRESENTATIVE'S NAME: _____

ADDRESS: _____ PHONE: _____

All Submittals must be complete by 12:00 noon of the filing deadline for consideration. A completed application includes all of the following:

1. This application form, filled out with all details
2. Six (6) sets of **folded** dimensioned plans, showing the location of existing and proposed buildings, structures, fences, or signs, and any landscaping or grading changes. *(STAFF NOTE: If this application is for the demolition of an existing dwelling and construction of a new dwelling, then the same dimensioned site plan that would be used for building permit purposes must be submitted at this time. Please note that any application for new construction – including all additions – must be reviewed to ensure that all aspects of the plan meet the Area Requirements for setbacks, lot coverage, etc., PRIOR TO PLACEMENT ON a Windover Heights Board of Review Agenda.)*
3. Six (6) sets of elevation drawings of the improvement(s) with dimensions
4. Six (6) sets of recent photographs of the location of the proposed improvement(s)
5. Actual samples of *all* exterior materials used (i.e. siding, roof material, stone) and/or color renderings

Note: Any changes made after WHBR approval will require submission and approval of a subsequent application.

§18-280.8 Matters To Be Considered By the Board

A. In its review of any application for a Certificate of Appropriateness, the Windover Heights Board of Review shall consider the following aspects of a building, accessory building, structure, fence or sign. *(Applicant may add an additional sheet for explanations that will not fit within the lines supplied below.)*

1. Exterior architectural features, including all signs, which are subject to public view at any time of the year from a public street, way or place.
 - a. Describe the proposed improvement:

 - b. Will the improvement be visible from the public right-of-way? _____
2. General design and arrangement.

a. On-site location of proposed improvements: _____

3. Texture and material.

a. All proposed construction materials (with mfr nos. and name if possible):

b. Proposed colors and finishes:

4. The relation to similar features of buildings, accessory buildings, structures, fences or signs in the immediate surroundings.

a. Adjacent (sides, across the street, and behind) property addresses and owners' names:

5. Harmony or incongruity with the old and historic aspect of the surroundings.

a. How will this improvement be harmonious with the historic aspect of the surroundings:

6. The extent to which historic places and areas of historic interest in the District will be preserved or protected.

a. Does this improvement involve the demolition of any built or natural structures?

7. Special public value because of architectural and other features which relate to the cultural and artistic heritage of the Town of Vienna.

a. Proposed landscaping changes if integral to improvement:

b. Other: _____

(FOR OFFICE USE ONLY)

WHBR ACTION:

APPROVED: _____ DATE: _____

DENIED: _____ DATE: _____

REASON: _____

APPEAL ACTION: _____

CERTIFICATE OF APPROPRIATENESS ISSUED:

DATE: _____ INITIAL: _____

REMARKS: _____