March 2008

TOWN OF HERNDON

Department of Community Development, P. O. Box 427, Herndon, Virginia 20172-0427

HERITAGE PRESERVATION REVIEW BOARD

APPLICATION FOR NEW CONSTRUCTION

The undersigned hereby applies for a Certificate of Appropriateness for New Construction located in the Heritage Preservation Overlay District under the provisions of § 78-202.8 of the Herndon Town Code. The undersigned certifies that all information in this application is true and correct and that the requirements of this application have been read and are understood. The undersigned also understands that staff recommends that he or a duly appointed representative attend the public hearing.

Submittal of this form with original signatures is **required**. ***PLEASE PRINT OR TYPE*** *(Unless otherwise indicated.)*

Subject Property Information

Address of Subject Property: _____

Brief Description of Proposal: _____

Name of Business Establishment Associated with this Application: _____

Building/Development Name: _____

Lot area (site area): _____

Type of Use (please specify whether commercial, industrial, office, residential, or other): _____

Related Applications or Plans (i.e. Site Plan, Plan Revision, SE, BZA) and Date of Approval (if applicable): _____

Applicant Information

Name and Title of Property Owner: _____

Mailing Address of Property Owner: _____

Telephone Number(s) where Property Owner may be reached: _____

Fax number of Property Owner: _____

E-mail address of Property Owner: _____

Signature of Property Owner (Applicant): _____

(Original Signature Required No faxes or stamps.)

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NEW CONSTRUCTION APPLICATION - continued

Agent or Representative Information (If different than above.)

Name and Title of Agent or Representative: _____

Mailing Address of Agent or Representative: _____

Telephone Number(s) where Agent or Representative may be reached: _____

Fax number of Agent or Representative: _____

E-mail of Agent or Representative: _____

Signature of Agent or Representative: _____
(Original Signature Required. No faxes or stamps.)

Tenant Information (if applicable)

Name and Title of Tenant: _____

Mailing Address of Tenant: _____

Telephone Number(s) where Tenant may be reached: _____

Fax number of Tenant: _____

E-mail of Tenant: _____

Signature of Tenant: _____
(Original Signature Required. No faxes or stamps.)

For Office Use Only:

Application Received by:	Date:	
Fee Paid:	Case No:	
Public Hearing Date:	Action:	
Tax Map Reference Number:		Zoning District:
Status of Taxes: ☐ Paid ☐ Delinquent		

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NEW CONSTRUCTION APPLICATION - continued

APPLICATION REQUIREMENTS

Item

1	One (1) letter describing the proposed new construction and a list of all materials submitted.
2	One (1) completed application form with all required signatures, including the signature of the property owner on which the structure is located.
3	Application fee payable by either check or cash. Credit cards are not accepted.
4	Labeled photographs of all sides of the existing structure, site and neighboring properties.
5	One (1) set of color elevation drawings of the proposed structure. Proposed colors must be used on all elevations. The proposed materials and colors must be listed on the elevation drawings and their location on the building and addition indicated. All materials and colors must include the name of the model/color number, and a general description with information such as gloss, flat, plastic, etc. All elevation drawings must be to scale and scale must be indicated.
6	Eight (8) folded copies of the elevation drawings discussed in Item 5 above. All proposed materials and colors and their locations must be shown on each copy. (These copies are not required to be in color.)
7	Samples of all exterior building materials proposed for the new structure, including but not limited to brick, mortar, siding, roofing, glass, paint and stain colors. Samples are not to exceed one square foot.
8	Eight (8) copies of the manufacturer's cut or spec. sheets for all exterior elements such as light fixtures, windows, doors and ornamental features, etc.
9	Eight (8) full-size, folded copies of the Site Plan.
10	Eight (8) full-size, folded copies of the landscape plan. (The plan should show the proposed and existing landscaping and a list of the proposed plants, if applicable.)
11	One (1) electronic copy of the drawings, Site Plan, photos (if digital), cut sheets and any other required materials that are available electronically. Architecturals must be in pdf format.

HERITAGE PRESERVATION REVIEW BOARD

INFORMATION SHEET

2010

The Heritage Preservation Review Board holds a public hearing on the third Monday of the month unless otherwise indicated on the Herndon Town Calendar. Work sessions are held on the Wednesday prior to that meeting. The public hearing starts at 7:00 p.m. and takes place in the Mary Ingram Council Chambers located at 765 Lynn Street, Herndon, Virginia. The work session also starts at 7:00 p.m. and takes place in the Hoover Conference Room of the Council Chambers at the same location.

Although not required, applicants are highly encouraged to attend the work session as their applications will be discussed informally by the Board. Should you or your representative not attend the public hearing to address any issues that the Board may have, the application will likely be denied.

The deadline for filing new applications is approximately 30 days prior to the regularly scheduled public hearing. The completed application, all required materials and the application fee must be submitted no later than 4:00 p.m. on the application deadline date. **Please note that the applications must be complete and that it is the applicant's responsibility to insure completeness. Late or incomplete applications will not be accepted or placed on the Board's upcoming agenda.** Applicants are encouraged to submit their application two to three days prior to the deadline and to have their applications reviewed by Town staff for completeness. Meetings with staff prior to the submission deadline are encouraged and may be arranged by appointment.

HPRB 2010 application deadline, work session and public hearing dates:

APPLICATION DEADLINE	WORK SESSION	PUBLIC HEARING
December 21, 2009	January 20, 2010	January 25, 2010
January 22, 2010	February 17, 2010	February 22, 2010
February 12, 2010	March 10, 2010	March 15, 2010
March 19, 2010	April 14, 2010	April 19, 2010
April 16, 2010	May 12, 2010	May 17, 2010
May 21, 2010	June 16, 2010	June 21, 2010
June 18, 2010	July 14, 2010	July 19, 2010
July 16, 2010	August 11, 2010	August 16, 2010
August 20, 2010	September 15, 2010	September 20, 2010
September 17, 2010	October 13, 2010	October 18, 2010
October 15, 2010	November 10, 2010	November 15, 2010
November 12, 2010	December 8, 2010	December 13, 2010

If you have additional questions or would like to arrange an appointment, please contact the Town of Herndon Department of Community Development at (703) 787-7380. Town offices are located at 777 Lynn Street and are open from 8:00 a.m. to 5:00 p.m., Monday through Friday.