

Historic District Property Modification

Instructions: Complete this form and submit to historicdistrict@herndon-va.gov. Typed signatures will be accepted. Consult the [HDO Process Guide](#) for more info on the review process.

District Property Address: _____

Project Description: _____

Attached Materials:

Photos Drawings Letter Other

Applicant Name: _____

Applicant Information:

Email/Phone: _____

Mailing Address: _____

Property Owner Name: _____

Property Owner Information:

Email/Phone: _____

Mailing Address: _____

Applicant Signature: _____

Date: _____

Property Owner Signature: _____

Date: _____

For TOH-CD Office Use Only - Pre-Submission Review

Application Review:

Exempt Admin COA HDRB COA

Modification Type:

New Construction Addition Site Feature
 Alteration Demolition/Relocation Application Amendment

Date Reviewed: _____

Staff Name: _____

Incomplete Complete

For TOH-CD Office Use Only - Submission Review

Application Fee:

\$1 \$75 \$150

Taxes Status:

Paid Delinquent

Received By: _____

Date Received: _____

COA Case #: _____

Tax Map Reference #: _____

Assigned To: _____

Date Assigned: _____

For TOH-CD Office Use Only - COA Review

Decision:

Resubmission Necessary Resubmission Number: _____ Approved as submitted Approved with conditions Denied

Date Reviewed: _____

Staff Name: _____

For TOH-CD Office Use Only – Correspondence LOG

#	Type	Sender-Receiver	Notes
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