

# Historic District Property Modification

The following table lists the typical submission requirements for each type of Historic District property modification. Town of Herndon staff may waive some of these requirements or require additional requirements depending on the specifics of the proposed property modification.

\*If the property is single family residential, the fee is \$1.

\*\*Material samples may be required when the proposed material is uncommon or new to the district, at staff's discretion.

\*\*\*Email submission materials to [historicdistrict@herndon-va.gov](mailto:historicdistrict@herndon-va.gov).

Required Submission Item	New Construction	Addition	Alteration	Demolition	Site Feature
1 Application Fee	\$150	\$150*	\$150*	\$150*	\$150*
2 Completed Property Modification Form	✓	✓	✓	✓	✓
3 Applicant's Letter Describing Modifications	✓	✓	✓	✓	✓
4 Colored High Res Photos of Subject Site/Buildings	✓	✓	✓	✓	✓
5 Aerial Images Indicating Location of Improvements	✓	✓			✓
6 Scaled Property Plat Showing Modifications	✓	✓		✓	✓
7 If Required, the Approved Site Plan Grading Sheet, Full Size, to-scale	✓	✓		✓	✓
8 Colored Illustrative Perspective Renderings, to-scale	✓	✓	✓		✓
9 Conceptual Line Elevation Drawings w/ material labels, to-scale	✓	✓	✓		✓
10 List of All Proposed Exterior Materials	✓	✓	✓		✓
11 Catalog Product Sheets for Exterior Materials	✓	✓	✓		✓
12 Materials Samples**, no more than 2SF in size	✓	✓	✓		✓
13 An Electronic Copy*** of Items 2,3, 4, 5, 6, 7, 8, 9, 10, 11	✓	✓	✓	✓	✓