

# Property Modifications Reference Guide\*

This guide specifies which review process is necessary for common property modifications based on the location and visibility of the modification.

*\*May be occasionally updated. Does not constitute a complete list of all possible property improvements. Consult staff if your project is not on this list or if you have questions. Community Development email is [historicdistrict@herndon-va.gov](mailto:historicdistrict@herndon-va.gov), phone is (703)787-7380.*

HDRB: Board-Approved COA Required

STAFF: Staff-Approved COA Required

EXEMPT: No COA Required

Modification	Front, Side, Rear (street facing)	Side (non-street facing)	Rear (non-street facing)
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*note: if improvement is not visible from any street, it is exempt from review*

<b>MAJOR MODIFICATIONS</b>			
New principal buildings	HDRB	HDRB	HDRB
New accessory buildings over 150SF	HDRB	HDRB	HDRB
New accessory buildings under 150SF	STAFF	STAFF	STAFF
Additions	HDRB	HDRB	STAFF
Porches, Porticos	HDRB	HDRB	STAFF
Demolition/Relocation	HDRB	HDRB	STAFF
<b>SITE ELEMENTS</b>			
Fences	STAFF	EXEMPT	EXEMPT
Walls less than 1' above grade	EXEMPT	EXEMPT	EXEMPT
Walls more than 1' above grade	STAFF	STAFF	EXEMPT
Ground-mounted HVAC	STAFF	EXEMPT	EXEMPT
Paving, pavers	EXEMPT	EXEMPT	EXEMPT
Decks less than 2' above grade	STAFF	EXEMPT	EXEMPT
Decks more than 2' above grade	STAFF	STAFF	EXEMPT
Planters	EXEMPT	EXEMPT	EXEMPT
Accessibility features	EXEMPT	EXEMPT	EXEMPT
Drainage features	EXEMPT	EXEMPT	EXEMPT
Swimming pools, ponds	EXEMPT	EXEMPT	EXEMPT
Temporary shade structures	EXEMPT	EXEMPT	EXEMPT
<b>ROOF ELEMENTS</b>			
Dormers	HDRB	HDRB	HDRB
Skylights	HDRB	STAFF	EXEMPT
Roof structure changes	HDRB	HDRB	HDRB
Rooftop decks	STAFF	STAFF	EXEMPT

Replacement roofing	STAFF	STAFF	STAFF
Solar panels	STAFF	STAFF	EXEMPT
Chimneys	HDRB	STAFF	STAFF
Vents, Fans	STAFF	STAFF	EXEMPT
Alteration to eave or cornice decorative components	HDRB	HDRB	HDRB
Replacement of eave or cornice decorative component materials.	STAFF	STAFF	STAFF
Roof-mounted HVAC	STAFF	STAFF	STAFF
<b>CLADDING ELEMENTS</b>			
Paint color changes	EXEMPT	EXEMPT	EXEMPT
Painting masonry	STAFF	STAFF	STAFF
Replacement trim	STAFF	STAFF	STAFF
Removing encapsulation	EXEMPT	EXEMPT	EXEMPT
Adding encapsulation	HDRB	HDRB	HDRB
Changing cladding type	STAFF	STAFF	STAFF
Replacement siding	STAFF	STAFF	STAFF
<b>WINDOW/DOOR ELEMENTS</b>			
Window replacements	STAFF	STAFF	EXEMPT
Door replacements	STAFF	STAFF	EXEMPT
Storm windows/doors	EXEMPT	EXEMPT	EXEMPT
Addition/deletion of windows/doors	HDRB	HDRB	EXEMPT
Re-sizing windows/doors	HDRB	HDRB	EXEMPT
Shutters	STAFF	STAFF	EXEMPT
Window boxes	EXEMPT	EXEMPT	EXEMPT
Decorative window/door features	HDRB	HDRB	EXEMPT
<b>OTHER BUILDING ELEMENTS</b>			
Awnings, Canopies	STAFF	STAFF	EXEMPT
Stoops	STAFF	STAFF	EXEMPT
Light fixtures	STAFF	EXEMPT	EXEMPT
Storefront systems	HDRB	HDRB	EXEMPT
Antennas	EXEMPT	EXEMPT	EXEMPT
Balconies	HDRB	HDRB	EXEMPT
Meters and similar equipment	EXEMPT	EXEMPT	EXEMPT
Alteration to porch/portico brackets, railings, skirts, and other similar decorative components	HDRB	HDRB	EXEMPT
Replacement of porch/portico brackets, railings, skirts, and other similar decorative component materials	STAFF	STAFF	EXEMPT
Foundation material changes	STAFF	STAFF	EXEMPT

